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Memoranda
Notes de service

MEMORANDA

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1962-63:2	Re Prescriptions for Grade 12 Latin and Greek, 1962-63
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1962-63:16	Re The Secondary School Principals' Course
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1962-63:37	Re 1. Employment of Teachers from the United Kingdom in Certain Subjects 2. Optional Subject of French in the Initial Summer Course, 1963 3. T.S.S. in Schools and Teachers, Part II 4. Circular 649, reprinted 1963
1962-63:38	Re the Writing of Answers to Questions on the Grade 13 Departmental Examination Papers
1962-63:39	Re 1. Summer School for Secondary School Pupils 2. Ontario Forest Ranger School 3. Principal’s Report on University Applicants 4. Supply of Teachers of Commercial Subjects and Girls’ Physical Education
1962-63:40	Re Amendments to Circular 612, Memorandum re Teaching Certificates Valid in the Secondary Schools, dated January 19,1960

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1962-63:41	Re “Endorsement” of High School Assistant’s Certificates
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1962-63:43	Re Employment of Teachers without Basic Secondary School Teaching Certificates (To b read in conjunction with Circular 623)
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1962-63:55	Re Submission of Pupil’s Scores and Marks on Student Summary Sheet, 1963
1962-63:56	Re Driver Instruction in Secondary Schools
1962-63:57	Re Circular 14 - 1963 and Availability of Text-books for Grade 9 to 13 for September, 1963
1962-63:58	Re (Courses in Data Processing)
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1962-63:60	Re Distribution of Curriculum RP-27, Technical Subjects
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1962-63:62	Re the Grade 12 Departmental Examination in Geography, June, 1964
1962-63:63	Re Grade 13 Prescriptions in French for 1963-64
1962-63:64	Re 1. New Courses to be Available in Grades 11 and 12 in the Four-Year Programme of the Arts and Science Branch, September, 1964 2. New High School Assistant’s Certificates, Type A, Effective September, 1964
1962-63:65	Re Distribution of Curriculum RP-31, Commercial Subjects

1962-63:1
5500

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re 1. Reading of Memoranda
2. Classification of Pupils, Academic or Vocational, for Grant Purposes
3. Suggestions re Construction of School Buildings
4. Additional Copies of Courses of Study in the Reorganized Programmes
5. Ontario Hydro Television Programmes
6. UNICEF—United Nations International Children's Emergency Fund

1. *Reading of Memoranda*

At the beginning of the school year it is desirable to review again the effectiveness of our circulation of memoranda to all secondary school teachers. Each principal will determine the best method to ensure that all his teachers receive the information which pertains to their work. Each principal should protect himself by having his desk copy of each memorandum initialled by the head of the department or teacher most concerned.

2. *Classification of Pupils, Academic or Vocational, for Grant Purposes*

It is important that secondary school pupils enrolled in Grade 9 under The Reorganized Programmes of Study be classified correctly in the daily registers of attendance in order that the reports submitted for grant purposes may be consistent with the totals in the registers. The following policy should be adopted:

(i) Subject to (ii) and (iii) below, all pupils enrolled in
  (*a*) the Business and Commerce Branch
  (*b*) the Science, Technology, and Trades Branch
  (*c*) the Diversified Occupational Programme
  (*d*) the special one-year courses in Business, Commercial Work, Technical Subjects, Home Economics, and Vocationl Art leading to a Secondary School Graduation Diploma in the special field

shall be classified as Vocational for grant purposes, provided that an Advisory Vocational Committee has been established.

(ii) For any board the maximum number of Grade 9 pupils that may be classified as Vocational for grant purposes in any year is $\frac{2}{3}$ of the Grade 9 enrolment.

(iii) A board whose secondary school enrolment is less than 200 may not appoint an Advisory Vocational Committee.

Note: This section (No. 2) of the Memorandum does not apply to private schools.

3. *Suggestions re Construction of School Buildings*

Secretaries of Secondary School Boards may request copies, one per school, of Suggestions for the Layout and Construction of Schools in Ontario, Third Edition, June 1962, from the Superintendent of Secondary Education, Parliament Buildings, Toronto 2.

[OVER]

4. *Additional Copies of Courses of Study in the Reorganized Programmes*

Additional copies of RP courses may be obtained from the Department in order that each teacher may have a copy of the courses for the subjects he teaches. Since the Department has no accurate means of estimating the number of copies required for 1962, the responsibility is being placed on the principals to complete and forward the enclosed Requisition form, for additional copies which may be needed.

5. *Ontario Hydro Television Programmes*

The Ontario Hydro-Electric Power Commission is making available a series of thirty-six telecasts on biographies of world famous persons, to fourteen Ontario television stations, in the evenings during the fall and winter. The telecasts are one-half hour in length and deal with such figures as Edison, Gandhi, Hitler, Byrd, DeGaulle, Lindbergh, and Mussolini. Some of these telecasts may prove useful to students of Intermediate Grades, and might be recommended to these students. The attention of teachers of history and science at these grade levels might be drawn to the series. They should be advised to consult their local TV stations for details of the telecasts.

6. *UNICEF—United Nations International Children's Emergency Fund*

UNICEF (United Nations International Children's Emergency Fund) is a branch of the United Nations Association devoted to the welfare of the world's children, and is regarded as a children's crusade for children and by children.

This is being brought to your attention with the clear understanding that this programme is not in any way to be introduced into Ontario schools without the consent of the school boards concerned.

C. W. Booth

Deputy Minister of Education

TORONTO, September 4, 1962

1962-63:2
5500

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools

Re Prescriptions for Grade 12 Latin and Greek, 1962-63

The Principal is asked to pass this memorandum to the Head of the Department of Classics.

LATIN

SIGHT WORK forms an important part of the course. Teachers should endeavour to have the students read as many of the prescribed selections of authors as possible at sight in order to increase their ability to read and to comprehend.

METRICAL READING AND SCANSION. Teachers should train their students to scan and to read in metre the Dactylic Hexameter.

The *Latin Reader for High Schools* (Ryerson) **OR** *Selected Latin Readings* (Dent) **OR** *Gateway to Latin, Book IV* (Gage) **OR** *A Latin Reader for Canadian Schools* (Copp Clark) may be used for the school year 1962-63. The prescriptions are as follows:

From *Latin Reader for High Schools*

Prose: Nepos -- Life of Hannibal (adapted)
Livy -- Cycle II, omitting lines 186-203 and 250-335

Poetry: Ovid and Virgil -- Cycle II, omitting sections IV and V

OR

From *Selected Latin Readings*

Prose: Section One
  Part I: Nepos -- Life of Hannibal
  (Section Two, Part I: Suetonius -- Life of Caesar may be substituted for the above selection)
  Part III: Livy -- Hannibal's Star Sets, lines 359-412

Section Two
  Part II: Caesar -- Caesar in Britain

Section Four
  Selections from Cicero -- Sections 1, 3, 4, 6

Poetry: Section Three
  Part I: Vergil, Selections 1, 12, 17
  Part III: Ovid, lines 477-539
  Catullus, lines 589-602

Section Five: Horace, Selections 1, 3, 8

OR

Gateway to Latin, Book IV

Prose: All the prose selections, with the exception of Caesar -- The Second Invasion of Britain, are to be read.

Poetry: All the poetry selections, with the exception of Lucretius, are to be read.

[OVER]

OR

A Latin Reader for Canadian Schools

All the selections in Cycle III with the exception of lines 1611-1657, either 1737-1825 or 1826-1889, and 1923-1988, are to be read.

GREEK

Prose: Students are to read approximately 500 lines of prose. Any of the following books might be used:

Phillpotts and Jerram, *Easy Selections from Xenophon*
Phillpotts, *Selections from Xenophon*
Colson, *First Greek Reader*
Farnell, *Tales from Herodotus*
Edwards, *Salamis*.

Poetry: Students are to read approximately 300 lines from any book of the *Iliad*.

Superintendent of Secondary Education

TORONTO, September 4, 1962

1962 - 1963 : 3
6500-62-2142

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM to PRINCIPALS of SECONDARY SCHOOLS

RE CERTIFICATES ACCEPTED AS THE EQUIVALENT OF CERTAIN SECONDARY SCHOOL MUSIC OPTIONS

For the Intermediate Certificate

The certificates listed under "Grade 10" on the back of this sheet are accepted in lieu of (but not in addition to) either the Art course or the Music course in Grades 9 and 10.

For the Secondary School Graduation Diploma

The certificates listed under "Grade 12" on the back of this sheet are accepted in lieu of (but not in addition to) either the Art or the Music course. When presented for inspection according to the "Instructions to Principal" on the diploma application form, this standing may be used as an option to complete the requirements for the Secondary School Graduation Diploma. Since "Grade 12 Music" includes the work of both Grade 11 and Grade 12, it has the same value for this diploma as Mathematics (Algebra and Geometry), Science (Physics and Chemistry), Geography, Home Economics, Industrial Arts, Commercial Work, Agriculture, or one of the languages.

For the Secondary School Honour Graduation Diploma

The certificates listed under "Grade 13" on the back of this sheet are accepted in lieu of the prescribed course in Music (one paper) for the purposes of the Secondary School Honour Graduation Diploma and may be indicated on the diploma. These certificates are accepted even though they may have already been accepted for the Secondary School Graduation Diploma at the end of Grade 12.

For Departmental Certificates of Grade 13 Standing

Standing in music obtained by examinations taken at a college or conservatory of music is not recorded on the Grade 13 certificates, which report the results of the annual Departmental Examinations. When making application to enter a university the original music certificates should be submitted along with the regular departmental certificates.

C A Brown

Registrar

Toronto, September 1, 1962

(Over)

TABLE OF CERTIFICATES ACCEPTED IN LIEU OF PRESCRIBED COURSES IN MUSIC

	GRADE 10	GRADE 12	GRADE 13
Department of Education	Grade 10 Course of Study in Music	Grades 11 and 12 Courses of Study in Music	Grade 13 Course of Study in Music
Royal Conservatory of Music of Toronto	Grade V Practical or a higher certificate	(i) Grade VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade VIII Practical and Grade II Theory OR (ii) Grade IV Theory
Western Ontario Conservatory, London	Grade Junior V Practical or a higher certificate	(i) Grade Senior VII Practical and Grade II Theory OR (ii) Grade III Theory	(i) Grade Senior VIII Practical and Grade II Theory OR (ii) Grade IV Theory
McGill Conservatorium	Elementary Practical or a higher certificate	(i) Interm. Practical and Interm. Theory OR (ii) Senior Theory and T.C.M. Grade III History	(i) Senior Practical and Interim. Theory OR (ii) Highest Grade Theory
Trinity College, London, England	Advanced Prep. Practical or a higher certificate	Interm. Practical and Grade IV Theory	Senior Practical and Grade V Theory
Royal Schools, London, England	Grade IV Practical or a higher certificate	Grade V Practical AND (i) Grade IV Grammar of Music or (ii) Grade IV Theory	Grade VI Practical AND (i) Grade IV Grammar of Music or (ii) Grade V Theory

1962-63:4
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ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Elementary School Inspectors

Re: Teacher Exchange for 1963-64

Secondary School Principals are asked to bring this memorandum to the attention of all members of the staff.

Elementary School Inspectors are asked to include a reference to Teacher Exchange in one of their early circulars to the schools.

1. Teacher Exchange is encouraged by the Department of Education as a means of enabling teachers to improve their professional knowledge and competence, and as a contribution to the promotion of national and international understanding.
2. Through the co-operation of the Canadian Education Association, exchanges may be arranged for Ontario teachers with teachers in other provinces of Canada, the United Kingdom, and the United States.
3. Exchanges are arranged for the school year, September to June. While on exchange the Ontario teacher is paid by his own School Board and his salary is subject to the usual deductions for superannuation contributions and for income tax. A teacher going on exchange to the United Kingdom from Canada is required to make available the sum of $250 to his exchangee, because of lower salary scales in the United Kingdom and because of loss on exchange when the salary of the teacher from the United Kingdom is converted into Canadian dollars. Each teacher on exchange pays his own travelling and living expenses.

   The Canadian Education Association has available, from a Canadian company, funds to provide bursaries of $200 each to teachers going on exchange *within* Canada.
4. A teacher should seek permission from his School Board to apply for exchange, only
   (*a*) if by September, 1963, he will be at least 25 years of age and will have had at least 5 years of teaching experience (or at least 3 years if he holds a University degree);
   (*b*) if he is genuinely interested and fully intends to accept an exchange if a suitable one is offered;
   (*c*) if he has not made application for any other type of appointment which would interfere with his acceptance of an exchange;
   (*d*) if he believes that his Inspector will recommend him as an above-average teacher who will be a good representative of the Ontario schools while on exchange;
   (*e*) if he believes that, when required to do so, he will be able to furnish a medical certificate to the effect that he is in good health and free from any physical defect, organic or nervous ailment, or after-effects thereof, likely in his doctor's opinion to impair his mental or physical activity as an exchange teacher.
5. *Completed application forms for exchange for the school year 1963-64 must be in the hands of the Teacher Exchange Officer, Department of Education, Parliament Buildings, Toronto, Ontario, not later than November 30, 1962. Since applications are sent forward as soon as they are received, it is desirable to submit them to the Department of Education as early as possible.*
6. Teachers who are interested in exchange should write to the Teacher Exchange Officer, Department of Education, Parliament Buildings, Toronto, Ontario, for more detailed information and for copies of the application form.

F. S. Rivers
Chief Director of Education

TORONTO, September 4, 1962

1962-63:5
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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM

– RE –

ACADEMIC CORRESPONDENCE COURSES

The Department of Education provides free Correspondence Courses in Elementary and Secondary School academic subjects. Enrolment in them is subject to the conditions outlined below.

CONDITIONS OF ENROLMENT

1. Any child living in Ontario who is six years of age or over and under the age of sixteen years and who is unable to attend school may be enrolled on the recommendation of the local Elementary School Inspector or of the Secondary School Principal (for Secondary School grades).

2. Any person living in Ontario who is sixteen years of age or over and who is unable to attend school may be enrolled in any of the elementary courses provided for adults, or in any of the Secondary School courses.

3. Any person normally resident in Ontario but temporarily living outside of Canada may be enrolled.

4. Any member of the Canadian Armed Services and his dependents when on duty outside of Canada may be enrolled if he is unable to attend a school where the Ontario curriculum is taught.

The Use of Correspondence Courses as Teaching Aids: On the request of the inspector concerned and with the approval of the Superintendent of Elementary or Secondary Education, sets of Correspondence Courses in Grades 9 and 10 may be supplied to unqualified teachers teaching these grades in an Elementary or a Continuation School. These are the only circumstances and the only grades in which Correspondence Courses may be offered as teaching aids.

COURSES AVAILABLE

I. ELEMENTARY SCHOOL LEVEL

(a) **Courses for Children:** Courses for children are available in all subjects of Grades 1 to 8. As soon as a child completes a grade satisfactorily, he will be given a certificate of promotion to the next grade.

Courses are provided in English and French for French-speaking children in any area where French is a subject of instruction in the Elementary School by permission of the Minister of Education.

(b) **Courses for Adults:** Courses for adults are available in Arithmetic and in English, covering the work of the senior grades in Elementary School. Adults who complete these courses satisfactorily will be considered eligible to enrol in any Grade 9 subjects.

II. SECONDARY SCHOOL LEVEL

The following table indicates the subjects in which courses are available.

Grade 9	**Grade 10**	**Grade 11**	**Grade 12**	**Grade 13**
Eng. Comp.	Eng. Comp.	Eng. Comp.	Eng. Comp. t	Eng. Comp. J
Eng. Lit.	Eng. Lit.	Eng. Lit.	Eng. Lit. t	Eng. Lit. J
		World Hist.,I t	World Hist.,II t	History J
				Algebra J
Mathematics	Mathematics	Geometry t	Algebra t	Geometry J
				Trig. & Statics J
				Physics J
Science	Science	Physics t	Chemistry t	Chemistry J
				Botany J
				Zoology J
French	French	French	French t	French Authors J
				French Comp. J
	Latin	Latin	Latin t	Latin Authors J
				Latin Comp. J
				Geography J

t *In each of these subjects three supervised tests must be completed in addition to the regular 36 lessons. Provision has been made whereby the Director of the Correspondence Courses Branch may issue Statements of Grade 12 Standing in these subjects. He may also recommend eligible candidates for the Secondary School Graduation Diploma.*

J *In each of these subjects the correspondence course is a preparation for the June Departmental examination which must be written by the student who wishes to obtain Departmental Grade 13 standing.*

COST

There is no fee for any of the academic Correspondence Courses. Lessons are supplied and corrected free of charge. Answer paper and postage are provided.

For children in the Elementary School grades the Department of Education assumes the responsibility of providing text-books (on loan) and all necessary supplies to accompany the course. The Department cannot assume any such responsibility for students taking the adult courses or the Secondary School courses, nor can it alter its courses to fit texts other than those on which its courses are based. These students must obtain for themselves the text-books required for the Correspondence Courses in which they enrol.

SCHOOL TERM

The school term for students in the Correspondence Courses need not necessarily coincide with the usual school term for those attending school. Adults who have been out of school for some time may begin a correspondence course at any time of the year, even in July and August, and, if they begin to send in work as soon as possible after enrolment and devote a reasonable amount of time to the work, may hope to complete it within ten months.

If a pupil enrolled in Elementary School subjects does the work of a whole grade within ten months, his enrolment in Correspondence Courses can be considered the equivalent of school attendance.

In Grade 13 a student should enrol in time to permit him to complete the 20 lessons before writing the June Departmental examinations; the courses at this level are not available before September.

SECONDARY SCHOOL GRADUATION DIPLOMA

1. A candidate for the Secondary School Graduation Diploma (formerly called Junior Matriculation) is required to have Grades 11 and 12 standing in the following:

Obligatory subjects:

English
History (World History, Part I in Grade 11 and World History, Part II in Grade 12)

Optional subjects: Any four or more of —

Mathematics (Geometry in Grade 11 and Algebra in Grade 12),
Science (Physics in Grade 11 and Chemistry in Grade 12), Geography,
French, Latin, German, Greek, Spanish, Italian, Russian,
Commercial Work, Industrial Arts or Home Economics, Agriculture, Art or Music.

2. The subjects offered through the Correspondence Courses are shown on the previous page.

3. A candidate who wishes to count standing in an optional subject which is not given through the Correspondence Courses should consult the Principal of the nearest Secondary School regarding the possibility of obtaining standing as a private-study candidate.

4. A student may study the subjects in any order. He should be prepared to devote one to two hours a day to each subject he begins.

5. When a student successfully completes a subject, he will receive an official Statement of Grade 12 Standing in that subject, provided it is not within twelve months of the date of his leaving school.

ADDITIONAL INFORMATION AND INSTRUCTION

For a Person Living Outside of Canada:

1. An applicant must give the name and address of a person in Ontario who will assume the responsibility of purchasing text books where necessary and forwarding books and lessons to the student.

2. The parent of a child enrolled in the Elementary School grades is not required to send the child's lessons in for marking. It is recommended that the child use the material without sending in lessons.

3. There is provision for the establishment of grade 13 June Examination Centres at universities outside of Ontario. If such a centre is desired, a request for its establishment should be made to the Registrar of the Department of Education before March 15th of the year in which the examinations are to be written.

REQUESTS AND QUESTIONS

Requests for application-for-enrolment forms and questions concerning academic Correspondence Courses may be referred to the Director, Correspondence Courses Branch, Department of Education, 559 Jarvis Street, Toronto 5, or telephoned to 365-2657.

F. S. Rivers

Toronto, August 15, 1962.

Chief Director of Education

1962-63:6

5500

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Elementary School Inspectors
Principals of Inspected Private Schools

Re Scholarships for Study Outside Ontario, 1963-64

Principals and Inspectors are asked to bring the Department of Education Scholarships for Study Outside Ontario to the attention of teachers who may be interested.

The courses of study to be followed by the recipients shall be those prescribed by a school, university, or other institution outside Ontario and approved by the Minister.

The awards will be made upon the following conditions:

1. The regulations provide for 4 Scholarships, each of $2000 per annum, for one year and payable in 2 instalments of $1000. A Scholarship shall not be renewable.
2. An applicant shall hold a degree from an Ontario University and an Ontario teaching certificate, and shall be a resident of Ontario.
3. An application for a Scholarship must be made in writing and must be supported by evidence of academic and professional standing, of general fitness to undertake post-graduate study, and of the School Board's willingness to grant leave of absence if the Scholarship is awarded. The applicant shall state the course of study he proposes to pursue.
4. Each teacher accepting a Scholarship shall sign an agreement to give at least three years' service to the Province of Ontario in educational work on completion of his course. On returning from the course the teacher shall notify the Department of the work he proposes to pursue in the Province, and, if at any time circumstances are such that he cannot complete the three years' service, the Department shall be notified of the facts of the case. The Minister may cancel the agreement if he decides that the circumstances warrant such action.
5. A teacher who wishes to apply for a Scholarship should write to the Registrar of the Department for a copy of the Regulation regarding Scholarships for Study Outside Ontario.
6. Applications shall be submitted to the Deputy Minister of Education, Parliament Buildings, Toronto, on or before December 31, 1962. The awards will be announced prior to February 4, 1963.

F. S. Rivers
Chief Director of Education

TORONTO, September 4, 1962

1962-63:7
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ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools

Re: Basic Grade 13 Latin Word List for Grade 13 Departmental Examinations of 1963

The Principal is asked to bring this memorandum to the attention of the teachers of Grade 13 Latin.

1. The Vocabulary Guide on pages 27-47 of Curriculum I. and S.11, Courses of Study for Latin and Greek, includes lists of words and phrases which the Grade 13 candidates are expected to know for examination purposes.

2. Since, as announced in Circular 58, Prescriptions for 1962-63, lines 54-87 and 124-159 of Cycle III (Latin Prose Selections for Grade XIII) are omitted for examination purposes, the candidates will not be required to know the following words and phrases for the examination in Latin Composition in 1963.

alo
commemoro
commutatio rerum
concedo
conventus
dolus
enuntio
eripio
improbus
iter per vim temptare
maiores
memoria teneo
plebs
plurimum valeo
plus possum
pro scelere ulciscor
prodo
quisquis
res novae
suo sumptu
taceo
tempto
victoria glorior

C. W. Booth

Deputy Minister

TORONTO, September 4, 1962

1962-63:8
5500

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Principals of Secondary Schools
Superintendents of Secondary Schools
Directors of Education
Elementary School Inspectors
Secondary School Inspectors

Re: The Ontario School Record System (OSR I and OSR II)

The almost universal acceptance of the OSR system in Ontario schools and the increased demand for the comprehensive and uniformly-listed information which the OSR cards provide make it imperative that all publicly-supported Ontario schools set up this approved OSR system.

Since 1959 exemption from use of the OSR cards has been granted to certain schools which up to this time for some valid reason have found it difficult to establish the approved records. It is unlikely that such exemptions will continue to be granted, and principals and other officials are advised to arrange for establishment of the OSR system in their schools by not later than September, 1963.

This memorandum supplements and supersedes the Departmental memorandum of June 3, 1959, entitled The Ontario School Record System (OSR I and OSR II).

C. W. Booth

Deputy Minister.

H. E. Elborn

Deputy Minister.

Toronto, Ontario, August 20, 1962.

1962-63:9
4,500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO DIRECTORS OF EDUCATION
SUPERINTENDENTS OF SECONDARY SCHOOLS
PRINCIPALS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

Re: Part-time Marking of Correspondence Courses

Lessons for Correspondence Courses in Grades 9 to 13 are marked on a part-time basis by teachers in the secondary schools who have been found to be outstanding in their ability to organize and present the work in their subjects. Secondary school principals in any part of the province are asked to inform teachers interested in becoming markers for the Correspondence Courses Branch that they are invited to apply to the Director, Correspondence Courses Branch, 559 Jarvis Street, Toronto.

It is suggested that principals give this information only to teachers who are considered suitable for this work and likely to be interested in it. Applicants should state the subjects and grades which they prefer. TEACHERS OF ENGLISH AND MATHEMATICS ESPECIALLY WILL BE NEEDED IN SEPTEMBER. It should be understood that all persons applying will not necessarily be appointed. However, their names will be placed on a list from which markers will be selected as they are required. Markers selected are those who know the subject matter thoroughly, who are teaching successfully in the classroom, and who would be in sympathy with the needs of students, generally adults, who find it necessary to study by correspondence. Payment to those appointed will be made on a per-lesson basis.

C. W. Booth

Deputy Minister

Toronto, September 5, 1962

1962-63:10
5500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO: PRINCIPALS OF SECONDARY SCHOOLS
SUPERINTENDENTS OF SECONDARY SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS

RE: A CENTRAL ONTARIO DIVISION, AND
B EASTERN ONTARIO DIVISION, SECONDARY EDUCATION BRANCH

The Minister of Education, Hon. John P. Robarts, Q.C., LL.D., has authorized the establishment of two new divisions for inspection purposes: Central Ontario Division and Eastern Ontario Division.

A The Central Ontario Division will comprise:

1. The Provincial Inspectorates of

Central I	(D.J. Wilson)	Central IV	(T.O.W. Fowler)
Central II	(J.M. Ramsay)	Central V	(H.B. Henderson)
Central III	(F.W. Vickers)		

2. The Municipal Inspectorates of Etobicoke, Hamilton, Kitchener, North York, Scarborough, Toronto, York and York Central.

G. P. Hillmer, B.A., Assistant Superintendent of Secondary Education, will act as a co-ordinator of the various inspection groups represented in the Central Ontario Division with offices at 40 Eglinton Avenue East, Toronto.

The following new staff inspectors have been appointed for the Central Ontario Division:

T. Boardman, B.A., M.S.C.	Science
Ruth E. Gregory, B.A.	Commercial
Anne Lawson, B.A.	Home Economics
P. L. McKay, B.A.Sc.	Technical

The following new district inspectors with offices at their place of residence have been appointed to the Division:

H.B. Henderson, B.A., B.Paed.	Central V (Lincoln, Welland, Wentworth).
J.M. Ramsay, B.A.	Central II (Simcoe, Victoria, Haliburton Muskoka, Peterboro, Parry Sound).
F.W. Vickers, B.A.	Central III (Halton, Peel, Mimico, New Toronto, Weston).

B The Eastern Ontario Division will comprise:

1. The Provincial Inspectorates of

Eastern I (R.W. Froats)
Eastern II (J.O. Proulx)
Eastern III (D.W. Shaver)

2. The Municipal Inspectorate of the City of Ottawa.

A. W. Bishop, B.A., Assistant Superintendent of Secondary Education, will act as co-ordinator of the various inspection groups represented in the Eastern Ontario Division with offices at 11 Princess Street, Kingston.

The following staff inspectors have been appointed for the Eastern Ontario Division:

M. W. Applegate, M.A.	History
W. L. Cousineau, M.A.	French and Special French
W. C. Horne, B.A.	Science
R. D. Latimer, B.A.	English
D. E. Loney, B.Sc.	Technical and Industrial Arts
J. Loveland, B.A., B.Paed.	Commercial

D. W. Shaver, B.A., has been appointed as district inspector for Eastern III (Lanark, Leeds and Grenville, Renfrew).

C For the Western Ontario Division Mr. J.E.L. Crewson, B.A., B.S.A., has been appointed as a staff inspector (Science and Agriculture).

D In the Territorial Districts Mr. G. R. Allan, B.A., has been appointed district inspector for the Districts of Cochrane, Nipissing and Temiskaming.

E The following new appointments were made to the Technical Training Specialists' Staff with offices at the Parliament Buildings:

E.L. Kerridge, P.Eng., formerly on the staff of the Ryerson Institute of Technology.
K.G. Shoultz, formerly Technical Director of the Lakeport Secondary School in St. Catharines.

S. D. Rendall,
Superintendent of Secondary Education.

September 5, 1962.

B The Eastern Ontario Division will comprise:

1. The Provincial Inspectorates of

Eastern I (T.H. Farmer)
Eastern II (A.C. Brooks)
Eastern III (R.A. Adams)

2. The Municipal Inspectorate of the City of Ottawa.

A. N. Bradley, B.A., Assistant Superintendent of Secondary Education, will act as co-ordinator of the various inspection groups represented in the Eastern Ontario Division with offices at 12 Princess Street, Kingston.

The following staff inspectors have been appointed for the Eastern Ontario Division:

H. W. Applegate, M.A.	History
W. T. Coulinese, M.A.	Greek and Special French
W. G. Norris, B.A.	Science
E. D. Latimer, M.A.	English
D. S. Lowry, B.Sc.	Technical and Industrial Arts
J. Loveland, B.A., C.Paed.	Commercial

D. W. Shaver, B.A., has been appointed as district inspector for Eastern III (Lanark, Leeds and Grenville, Renfrew).

C For the Western Ontario Division Mr. A.H.D. Greene, M.A., B.Paed., has been appointed as a staff inspector (Science and Agriculture).

D In the Territorial Districts Mr. G. R. Allen, B.A., has been appointed district inspector for the Districts of Cochrane, Nipissing and Temiskaming.

E The following new appointments were made to the Technical Training Specialists' Staff with offices at the Parliament Buildings:

G.L. Kerridge, B.Eng., formerly on the staff of the Ryerson Institute of Technology.
A.H. Shewitt, formerly Technical Director of the Lakeport Secondary School at St. Catharines.

S. R. Kendall,
Superintendent of Secondary Education.

September 5, 1962.

1962-63:11
12,000

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SCHOOL INSPECTORS AND SECRETARIES OF SCHOOL BOARDS

Re: Qualifications of School Trustees

1. During the 1961-62 session of the Legislature of Ontario, the citizenship requirement for qualification as a school trustee was changed from British subject to Canadian citizen. This change takes effect on and after January 1, 1963. A British subject, therefore, who was not born in Canada and who has not already obtained his Canadian citizenship, should do so before January 1, 1963, if he wishes to be a school trustee in 1963. School secretaries are asked to make this fact known.

2. A British subject who had Canadian domicile on January 1, 1947 automatically became a Canadian citizen without the necessity of making an application. Canadian domicile is acquired by a person having his place of domicile for at least five years in Canada, after having been a landed immigrant.

3. Subject to certain other requirements, a British subject may apply for Canadian citizenship when he has entered Canada as a "landed immigrant", and has resided here for at least 4 years and 9 months thereafter. The applicant should write to the Registrar of Canadian Citizenship, Citizenship Building, Ottawa, Ontario, the nearest Court of Canadian Citizenship, or nearest County Court. In any case he will be required to produce such documents as his birth certificate, passport and immigration landing card. It usually requires from one to two months to process such an application.

4. Courts of Canadian Citizenship are located in Ontario as indicated hereunder:

55 St. Clair Avenue East,
Toronto 7, Ontario.

291 Dundas Street,
London, Ontario.

150 Main Street,
Hamilton, Ontario.

437 Erie Street East,
Windsor, Ontario.

F. S. Rivers

. . . .
Chief Director of Education.

Toronto 2, September 6, 1962.

1962-63:12
5,500

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors of Education
Superintendents of Secondary Schools
Principals of Secondary Schools
Secretaries of Secondary School Boards
with copies for the Chairman of the Board, the Chairman of the Advisory Vocational Committee, the Commercial Director and the Technical Director

Re: Technical and Vocational Training Agreement, Programme 1

It has been brought to our attention that in many instances boards are paying little or no attention to the request outlined in our Memorandum 1961-62:50 re the purchase of equipment for vocational accommodation built under the Technical and Vocational Training Agreement. This memorandum makes it quite clear that the Federal Government expects purchases of furniture and equipment in which it is asked to share in the cost to be made from Canadian producers, unless a price differential of more than 10 per cent exists.

Boards are hereby notified that as a condition of Federal contribution to the cost of furniture and equipment, where

(a) the quality is comparable and adequate for instructional purposes,

(b) the maintenance service is assured, and

(c) the price of Canadian goods is not more than 10 per cent above that of imported goods,

goods of Canadian manufacture must be purchased.

In this connection, your attention is drawn to items 5, 6 and 7 of Memorandum 1961-62:50 mentioned above.

Efforts must be made by boards to permit Canadian manufacturers to quote on the goods which are required. The names of Canadian firms and the type of goods which they manufacture can be obtained from the Canadian Trade Index. A copy of this book is available in the public libraries, or it can be purchased from the Canadian Manufacturers' Association, 67 Yonge Street, Toronto.

The secretary of your Board is requested to provide each person to whom this memorandum is addressed with a copy.

RWMacaulay

R. W. Macaulay,
Minister of Economics and Development.

John P. Robarts

J. P. Robarts,
Prime Minister of Ontario
and Minister of Education.

Toronto, August 27, 1962.

1962-63:13
4500

ONTARIO
DEPARTMENT OF EDUCATION

MEMORANDUM TO PRINCIPALS OF SECONDARY SCHOOLS

Re Supervision of Teachers-in-Training who attended the Initial Summer Course in 1962

The number of graduates of the Initial Summer Course who are beginning teaching in secondary schools this September is even larger than it was a year ago. To that extent the supervision of their work by secondary school principals is of even greater importance than in the past.

From the detail of the reports on lessons observed submitted in the spring by the Principals who have the responsibility of the in-service training of these young men and women, it is evident not only that the vast majority of these summer course graduates are approaching their work with intelligence and industry, but that in most cases the Principals are living up to their added responsibilities in a most conscientious and effective manner. This is being done, in some instances at least, under the handicap of a heavy teaching programme. The reporting of *ten* lessons is to be continued wherever possible. In no case will a report on fewer than *six* lessons, even for the best student-teacher, be accepted.

As was suggested in memoranda of former years, it is hoped that the Principal (or Vice-Principal) will be able to observe a variety of types of lessons. Not all of these may be formal lessons in which the pupils are being tested orally. The nature of the lesson will depend upon the subject being taught and the lesson topic. It may be one of a series of related lessons covering a unit of work. Whatever form the lessons may take, Principals should try to help beginning teachers to correct their common tendency to tell the pupils too much and to relieve the class of responsibility for taking an active part. Helpful suggestions should be given for the improvement of teaching methods, class management, organization, and other phases of school work. Comments on the lessons observed should be made in writing and discussed with the teacher-in-training. If during this period of supervision evidence of difficulty appears, the Principal should request the assistance of the Secondary School Inspector, who will also be giving special attention to the supervision of these teachers-in-training.

Principals will be asked to submit, on or before April 3, 1963, a report on the lessons observed. The report will be made on the Critic-Teaching Report form (Form 900) *which will be sent out to Principals in October, 1962.*

In March, 1963, an application form (Form 901) for admission to the Completing Summer Course will be sent to the Principal for each teacher concerned. On this form the applicant will be required to sign an undertaking to attend the Completing Course in 1963 if he is admitted. On the same form (Form 901), the Principal will fill in and sign his recommendation with respect to the applicant's admission to the course.

Form 901, with Form 900 attached, is to be sent to The Registrar, Department of Education, Parliament Buildings, Toronto, on or before April 3, 1963.

The District Inspector will then make his recommendation based upon his observation of classroom work.

The completed application form, if approved, will then be forwarded from the Department of Education to the Ontario College of Education, from which the Card of Admission will be sent to the teacher.

During the months of September and October in 1962, Inspectors will devote their time to the supervision of teachers who have recently entered the profession. Therefore, each of these teachers may expect supervision from the Principal and an Inspector in the fall term.

TORONTO, September 15, 1962

Superintendent of Secondary Education

1962-63:14
5500

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors of Education
Superintendents of Elementary Education
Elementary School Inspectors

Re: Grade 8 History Text-book

The text-book listed below has been approved for legislative grant purposes for use in Grade 8 History classes.

Field and Dennis:
FROM SEA TO SEA
House of Grant (Canada) Ltd.,
29 Mobile Drive,
Toronto 16, Ontario.
Price $2.90

H. E. Elborn

H. E. Elborn,
Deputy Minister of Education

TORONTO, September 18, 1962.

1962-63:15
4500

DEPARTMENT OF EDUCATIONAL
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UNIVERSITY OF TORONTO
OCT 15 1962

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re 1. Cadet Instructor's Grade "A" Certificate
2. International Mathematics Contest, 1963
3. Report entitled "The Chemical Engineer and Rubber"
4. Mining Film — "Nation Builders"
5. Grade 13 Latin Word List
6. Manual for Secondary School Radio Broadcasts

1. *Cadet Instructor's Grade "A" Certificate*

Army Headquarters, Central Command, Oakville, have approved plans for a Grade "A" Instructor's Course for teachers to be given on Saturdays during the school term 1962-63.

The course will continue for approximately twenty-two Saturdays beginning the first week in November. Candidates will be paid Civilian Instructor's pay upon successful completion of the course.

Two centres have been selected for this year — Toronto and London. The course will be held if twenty-five applications are received.

Please contact your men teachers. If they are interested, they should write to J. Ross, Director of Physical and Health Education, 559 Jarvis Street, Toronto 5, Ontario, before October 15, 1962.

2. *International Mathematics Contest, 1963*

The Department is pleased to support the Canadian Association of Actuaries and the Canadian Congress of Mathematics in sponsoring the Mathematics contest in the secondary schools of Ontario again this year. The exact date has not been set but the test will occur probably at approximately the same time as in past years.

The rules of the contest will be similar to those of 1962. If the principal has not received an invitation for his school to participate by December 31, he may write to Mr. D. R. MacLeod, Associate Actuary, The Manufacturers Life Insurance Company, 200 Bloor Street East, Toronto.

For purposes of this Contest, Ontario, Quebec, and New York State north of latitude 42°N constitute Region II. In 1962 for this Region the team-score ranking in the first decile of participating schools was as follows:

1. Ithaca H.S., N.Y. 2. North Toronto C.I. 3. Forest Hill C.I. 4. University of Toronto Schools 7. De La Salle College (Toronto) 9. Brampton H.S. 10. Waterloo C.I. 13. Eastwood C.I., Kitchener 14. Oakwood C.I. 15. High School of Montreal, Upper Canada College (tie) 17. Laurentian H.S., (Ottawa) 20. Jarvis C.I. 22. Kirkland Lake C.I. 23. Runnymede C.I. 24. Rideau H.S. (Ottawa) 25. St. Patrick's College School (Ottawa) 26. Lawrence Park C.I. 28. St. Catharines C.V.I. 29. Ridley College, Thistletown C.I. (Etobicoke) (tie) 33. Fort William C.I. 34. Don Mills C.I. 37. Humberside C.I., Levack District H.S. (tie) 39. Burlington Central H.S. 41. Port Arthur C.I. 43. Monklands (Montreal) 44. Winston Churchill (Scarborough) 45. London Central C.I. 46. Walkerville C.I. 47. Simcoe District H.S. 48. Northmount H.S. (Montreal) 49. Fisher Park C.I. (Ottawa) 50. Kitchener-Waterloo C.I. 53. David & Mary Thomson C.I. (Scarborough) 60. Westdale S.S. (Hamilton) 62. Port Credit S.S. 63. Vaughan Road C.I. 64. Bathurst Heights C.V.S. 67. Herman C.I. (Windsor) 70. Grantham H.S. (St. Catharines) 73. Central S.S. (Hamilton).

[OVER]

Individual Ontario winners in the first fifteen places in Region II were as follows:

1. Charles R. Zarnke (Waterloo C.I.) 3. John C. Kindree (North Toronto), Lon M. Rosen (North Toronto) tie 4. Basil W. Kalymon (De La Salle) 5. Michael S. Miller (Dunnville H.S.) 6. Barbara Keyfitz (Forest Hill) 9. William F. Langford (Fort William) 13. David S. Milne (U.T.S.) 15. Richard L. Penner (Runnymede).

3. *Report entitled "The Chemical Engineer and Rubber"*

The Association of Professional Engineers of the Province of Ontario has been granted permission to send to the secondary schools a useful engineering project report entitled, "The Chemical Engineer and Rubber" for distribution to interested pupils in Grades 12 and 13.

4. *Mining Film — "Nation Builders"*

A half-hour documentary film in colour prepared by the Canadian Department of Mines and Technical Surveys in cooperation with the mining departments of eight of the provinces and portraying the occupation of mining is available from the Director of Publicity, Department of Mines, Parliament Buildings, Toronto. It is *not* stocked by the Audio-Visual Branch, Department of Education.

5. *Grade 13 Latin Word List*

Doubtless the Latin teachers have noted an error in Memorandum 1962-63:7 in the second line of paragraph 2. This section should not have mentioned Cycle III but should read Cycle I, as follows:

> "Since, as announced in Circular 58, Prescriptions for 1962-63, lines 54-87 and 124-159 of Cycle I (Latin Prose Selections for Grade XIII) are omitted . . . . ."

6. *Manual for Secondary School Radio Broadcasts*

Principals are requested to draw to the attention of their teachers the manual, "Secondary School Radio Broadcasts", several copies of which were sent to each school at the beginning of September.

Superintendent of Secondary Education

TORONTO, September 26, 1962

OCT 15 1962
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UNIVERSITY OF TORONTO

ONTARIO

DEPARTMENT OF EDUCATION

1962-63:16
4500

MEMORANDUM TO: PRINCIPALS OF SECONDARY SCHOOLS

RE: THE SECONDARY SCHOOL PRINCIPALS' COURSE

This course will lead to a Secondary School Principal's Certificate which will be valid in a high school, collegiate institute, vocational school, or composite school. It will consist of two sessions which will be offered in consecutive summers, and each session will be of five weeks' duration.

The second session of the fourth course and the first session of a new fifth course will be offered in 1963.

An applicant for admission to the first session of the fifth course shall

(a) hold a High School Assistant's Certificate,
(b) have completed a minimum of five years of teaching experience in Ontario secondary schools, prior to September 1, 1962,
(c) have taught one or more subjects of Grades 11, 12 or 13 for at least three years,
(d) have been rated as a better than average teacher for at least the last two years of his teaching or principalship experience, and
(e) be required to pass an oral examination.

An applicant for admission to the second session of the fourth course shall

1. have completed the first session of the course, or
2.(a) hold a High School Principal's Certificate;
  (b) have completed a minimum of five years of teaching experience in Ontario secondary schools prior to September 1, 1962;
  (c) have taught in one or more subjects of Grades 11, 12 or 13 for at least three years;
  (d) have been rated as better than average for at least the last two years of his teaching or principalship experience; and
  (e) be required to pass an oral examination.

It is only fair to point out that owing to exigencies of organization and accommodation, the enrolment in these courses will necessarily be limited.

Other than those who have completed the first session of the fourth course, a teacher wishing to be admitted to either course should first make application for admission to the oral examination. In his letter of application he should state

(a) the names and numbers of his teaching certificates;
(b) the names of the secondary schools in which he has taught;
(c) the number of years of teaching experience he has had in each school;
(d) the number of years he has taught the subjects of Grades 11, 12 or 13 and the names of the subjects; and
(e) the nature of relevant experience in addition to school extra-curricular activities.

A teacher in the High School District of Brantford, Etobicoke, Fort William, Hamilton, Kitchener, London, North York, Ottawa, Sarnia, Scarborough, Toronto, York, York Central or Windsor shall forward his letter of application to the Superintendent of Secondary Schools appointed by the local school board, who will forward his recommendation and the applicant's original letter to the Superintendent of Secondary Education, Parliament Buildings, Toronto.

A teacher in the High School District of Burlington, Chatham, East York, Forest Hill, Guelph, Kingston, Pelham, Peterborough, Port Arthur, St. Catharines, Sault Ste.Marie, South Peel, or Stamford shall forward his letter of application to the Director of Education or Superintendent of Secondary Schools appointed by the local school board, who will forward his recommendation and the applicant's original letter to the District Secondary School Inspector appointed by the Department of Education. He in turn will forward his recommendation and the applicant's original letter to the Superintendent of Secondary Education, Parliament Buildings, Toronto.

A teacher in the Territorial District of Kenora, Rainy River or Thunder Bay, exclusive of Port Arthur, shall forward his application to Mr. A.H. Dalzell, M.A., B. Paed., 455 Sandra Boulevard, Sudbury.

A teacher in any other high school district shall forward his letter of application to the District Secondary School Inspector appointed by the Department of Education, who will forward his recommendation and the applicant's original letter to the Superintendent of Secondary Education, Parliament Buildings, Toronto.

APPLICATIONS FOR THESE COURSES MUST BE RECEIVED BY THE OFFICIALS MENTIONED ABOVE BY DECEMBER 3, 1962, WHO IN TURN MUST FORWARD THEM TO THE DEPARTMENT BY JANUARY 7, 1963.

If a teacher's application for admission to the oral examination is accepted, he will be informed of the date, place and time of his examination.

All candidates including those who were on the first session of the fourth course in 1962, who are eligible to attend either session of the 1963 courses shall obtain an official Departmental Summer Course Application form, when these are available in the Spring, and file this completed form with the Deputy Minister of Education.

The fee for this course will be $50.00 per session. Veterans of Her Majesty's Forces, upon proof, are not required to pay this fee.

If a teacher holds only a High School Principal's Certificate and wishes to qualify for the principalship of a composite school or a vocational school, it will be necessary for him to complete the second session of the Secondary School Principals' Course.

The candidates who complete the fourth course and who on September 1, 1963, hold positions as principals or vice principals will be granted a Secondary School Principal's Certificate. The candidates who do not hold either of these positions will be granted an Interim Secondary School Principal's Certificate, valid in a secondary school for five years from the date of issue.

WHEN THE SIXTH SECONDARY SCHOOL PRINCIPALS' COURSE IS OFFERED IN 1964, ALL CANDIDATES WILL BE REQUIRED TO TAKE BOTH SESSIONS OF THE COURSE.

Will you please bring this memorandum to the immediate attention of members of your staff who may be interested.

S. D. Rendall

S. D. Rendall,
Superintendent of Secondary Education.

September 27, 1962.

1962-63:17
5500

OCT 16 1962
DEPARTMENT OF EDUCATIONAL RESEARCH LIBRARY
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UNIVERSITY OF TORONTO

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re 1. Need for More Associate Examiners in English and French
2. Uniform External Examination in Chemistry, Grade 12
3. Secondary-School Teacher's Report on Qualifications, Salary and Experience — Form Stat. 38, 1962 (not applicable to private schools)
4. Courses in the Reorganized Programmes
5. Classification of Pupils, Academic or Vocational, for Grant Purposes (not applicable to private schools)
6. Reference page Outline for use with Existing English Texts

1. *Need for More Associate Examiners in English and French*

If the results of the Grade 13 Departmental Examinations are to be issued in reasonable time in 1963, in view of the expected increase in the number of candidates it is urgent that a greater proportion of the teachers of English and French in Grade 13 indicate their availability to act as associate examiners in English and French. It is hoped that assurances of more Statements of Availability will be given to the inspectors when they visit schools this fall and that more of these Statements will be sent to the Department in January on the forms provided.

Where the principal's organization will permit, he is encouraged to involve more teachers of these subjects in the classes of Grade 13 in 1963-64, especially young teachers aspiring to specialist status who will accept the opportunity to mark papers and will profit from the experience.

2. *Uniform External Examination in Chemistry, Grade 12*

Reference is made to Memorandum 1961-62:59 in this connection. All pupils in the General Course currently taking Chemistry in either Grade 11 or Grade 12 and expecting to receive credit in the option of Science towards a Secondary School Graduation Diploma will be required to write a uniform Departmental Examination in Chemistry during the week preceding the Grade 13 Examinations. A date will be announced when the Grade 13 Examination timetable is determined. Consequently the Grade 12 Departmental Test in Chemistry tentatively announced for May 8 will not be set.

3. *Secondary-School Teacher's Report on Qualifications, Salary and Experience—Form Stat. 38, 1962* (*not applicable to private schools*)

For this year on Form Stat. 38 the Department is not requesting information on special certificates acquired through summer courses. Teachers are required to report basic certificates only on that Form. The first pages of the Principal's Statement as submitted to the Registrar are used for purposes of teachers' qualifications listed in Schools and Teachers, Part II.

Section 10 of Form Stat. 38, 1962, item (p) should read "Temporary Secondary School (after 8-week course in 1962)". The original Form used the year 1961 in error.

[OVER]

4. *Courses in the Reorganized Programmes*

In secondary schools adopting the reorganized programmes of study, the Curriculum RP courses are effective in 1962-63 in Grade 9 only. Their use will be extended to one higher grade in each succeeding year. Topics and suggestions from these courses as outlined for future years in Grades 10, 11, and 12 may be used in these grades in 1962-63 if they are not inconsistent with the existing courses.

5. *Classification of Pupils, Academic or Vocational, for Grant Purposes (To be read in conjunction with Memorandum 1962-63:1) (not applicable to private schools)*

In order that a board may receive the full benefit for Vocational pupils, to which it is entitled under the Grant Regulations, it should be fully understood that ANY SECONDARY SCHOOL BOARD is eligible to receive VOCATIONAL GRANTS for pupils enrolled in ONE or MORE Branches or Courses listed in Section 2 (i) (*a*) (*b*) (*c*) and (*d*) of Memorandum 1962-63:1 (subject to a minimum school enrolment of 200 and a limit of 2/3 of the Grade 9 pupils) PROVIDED THAT THE BOARD HAS APPOINTED AN ADVISORY VOCATIONAL COMMITTEE.

The conditions outlined in Memorandum 1962-63:1 supersede any former stipulations under which pupils could be classified as Vocational. Secondary School Boards which are offering any of the courses referred to above should consider the advisability of appointing an Advisory Vocational Committee as outlined in Section 42 (revised, April, 1962) of The Secondary Schools and Boards of Education Act. Two blank forms which may be used in requesting approval for the appointment of a Committee are attached.

Principals are reminded that Grade 9 pupils must be taking a DOUBLE OPTION in Technical Subjects or Home Economics or Vocational Art or Commercial Subjects to be classified as belonging to the Science, Technology, and Trades or the Business and Commerce Branch.

6. *Reference page Outline for use with Existing English Texts*

Copies of this outline, for use with Curriculum RP-4 English, are being sent to the schools. These should be given to teachers of English in Grades 9 and 10.

C. W. Booth

Deputy Minister of Education

TORONTO, September 27, 1962

1962-63:18
4500

DEPARTMENT OF EDUCATIONAL
RESEARCH LIBRARY
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UNIVERSITY OF TORONTO

OCT 18 1962

ONTARIO
DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re 1. Film Concerning Alcohol — "It's Best to Know"
2. Naming of Secondary Schools (not applicable to private schools)
3. Letters of Standing (not applicable to private schools)
4. Endorsement of Certificates
5. Mark of 50 in Grade 13
6. Curriculum RP-7 Geography

1. *Film Concerning Alcohol — "It's Best to Know"*

The Audio-Visual Branch of the Department of Education has available for use in Grades 11, 12, and 13 of the secondary schools ten copies of the film, "It's Best to Know", produced by the Alcoholism and Drug Addiction Research Foundation of Ontario, 24 Harbord Street, Toronto 5. A pamphlet, also entitled "It's Best to Know", dealing with the same subject but with different textual material and an Alcohol Studies Guide were sent to all secondary schools in the past year.

In requesting the loan of the eight-minute film, the principal must be assured that its use in the school will be entrusted to teachers of experience and judgment who will promote without embarrassment in the classroom a sincere discussion of the problems involved in consumption of alcoholic beverages. It is essential that the film be studied before presentation to a class and that a suitable introduction and typical questions as an aid in class evaluation of it be used, such as those provided with the film.

The Foundation has offered to provide on request the services of a teacher-training consultant, Charles G. Prince, the head of a physical education department in a large secondary school, on leave for this purpose, where sufficient teachers are interested in holding a workshop discussion before they introduce this important subject to their classes. A copy of the Discussion Guide prepared by Mr. Prince to accompany the film mentioned above is enclosed with this memorandum.

2. *Naming of Secondary Schools (not applicable to private schools)*

This memorandum may be considered as an addition to Memorandum 1960-61:38 on the same topic. Again we draw to the attention of boards that, whereas the approval of the Minister of Education is not required for the naming of schools, the Department should be consulted before a name for a secondary school is finally adopted. This may avoid confusion or duplication.

From the names submitted for the information of the Department it is evident that more and more schools, used jointly for vocational-school and high-school or collegiate-institute pupils, are being named "secondary schools". Although this designation is favoured, a board need not abandon the name "high school" or "collegiate institute" or "vocational school" simply because another branch has been added to the existing school. The term "composite school" is not recommended as part of a name.

[OVER]

3. *Letters of Standing* (*not applicable to private schools*)

The issue of Letters of Standing valid in the secondary schools of Ontario to teachers from outside Ontario was discontinued on June 30, 1962. Secondary school teachers coming to the Province will henceforth be required to take one Ontario summer course in order to obtain certificates valid in Ontario secondary schools.

Prospective teachers should be advised to present their academic and professional transcripts to the Dean, Ontario College of Education, 371 Bloor Street West, Toronto, Ontario. If the teachers arrive in Ontario too late to enrol in the summer course they may be employed by boards on Letters of Permission pending their attendance at the course.

4. *Endorsement of the High School Assistant's Certificate*

A teacher who has obtained standing in approved university courses to a total of 15 credits in one of the secondary school subjects, or standing to a total of 24 credits in two subjects, may apply to the Registrar of the Ontario College of Education to recommend to the Department of Education that his certificate be endorsed after the candidate has secured the necessary credits and has completed a year of successful teaching in the subject(s) of his concentration.

5. *Mark of 50 in Grade 13 Departmental Examinations*

In 1962 a mark of 50 on any paper of the Grade 13 Departmental Examination is an indication that the pupil's original mark was considered by The Special Revising Board and was raised to 50 under its rules.

It must be pointed out that such a mark on a certificate is not considered favourably by all institutions of higher learning. If the pupil is again in attendance in Grade 13 this year and expects to proceed to higher education, he should rewrite the paper in 1963. Indeed a pupil now in Grade 13 who has obtained a mark less than 60 in any Grade 13 Departmental Examination would be well advised to repeat the subject and rewrite the paper.

6. *Curriculum RP-7 Geography*

Copies of this tentative course of study, for use in Grade 9 of the Four-Year Programme and of the Two-Year Programme, will be distributed in the near future to Directors, Superintendents, and Secondary School Inspectors; to Principals of Secondary Schools; and to Principals of Inspected Private Schools.

C. W. Booth

Deputy Minister of Education

TORONTO, October 1, 1962

NOV 9 1962

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MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS

RE: TEACHERS WHO HOLD THE INTERIM
VOCATIONAL CERTIFICATE TYPE 'B'

The Ontario College of Education has enrolled 260 student teachers this academic year who will qualify for vocational certificates in many trades and technologies. These teachers will be available for positions for the school year 1963-64.

The number of teachers required in the new schools and the replacements required in the existing schools in which the Science, Technology and Trades Programmes will be offered will probably exceed the number on course at present.

Please, therefore, indicate on the enclosed form the number of additional teachers in each subject area who will be required in your school for September 1963, keeping in mind that teachers of Sewing and Dressmaking, boys' and girls' Occupational Training, Commercial Art and Fine Art are vocational teachers.

The College has on file applications from approximately 200 persons who, due to lack of accommodation, could not be accepted this Fall. If after advertising for staff in March, 1963, no qualified teachers or teachers-in-training apply, it is suggested that you should recruit candidates for another emergency course in the summer of 1963 from

(a) the waiting list at the Ontario College of Education or,

(b) suitable experienced persons in your own area who can meet the admission requirements.

Include also your requirement for teachers of the commercial skill subjects who can qualify for the Interim Vocational Certificate, Type B-Commercial subjects.

Please return the attached form to:

The Director of Vocational Teacher Education,
Ontario College of Education,
371 Bloor Street West,
Toronto 5.

Definite instructions with respect to registration for the Emergency Summer Course will be issued at a later date.

Your immediate attention to this matter is requested since arrangements for offering the summer courses must be made at this time.

S. D. Rendall

S.D. Rendall,
Superintendent of Secondary Education.

attach.

DATE ______________________________

NAME OF SCHOOL ______________________________

ADDRESS ______________________________

____

PRINCIPAL ______________________________

TECHNICAL DIRECTOR ______________________________

TECHNICAL TEACHER REQUIREMENTS FOR 1963-4

Do not include shop teachers already employed in your school

Machine Shop --
Carpentry and Building Construction --
Cabinet Making --
Pattern Making --
Mechanical Drafting --
Architectural Drafting --
Electrical Drafting --
Sheet Metal --
Heating and Air Conditioning --
Welding --
Plumbing --
Electrical Installation and Maintenance --
Teachers of Commercial Skill Subjects --

Electrical Theory and Test --
Electronics --
Automotive Mechanics --
Auto Body Practice --
Printing Composition --
Printing Presswork --
Printing Lithography --
Boys' Occupational Trades --
Girls' Occupational Trades --
Sewing and Dressmaking --
Commercial Art --
Fine Art --

Other technical subjects ______________________________

____

____

Please return this sheet to:

Director of Vocational Teacher-Education
Ontario College of Education
371 Bloor Street West,
Toronto 5, Ontario.

NOV 15 1962

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DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards

Re: Classification of pupils, academic or vocational, for grant purposes.

1. This memorandum supplements Item 2 of Memorandum 1962-63:1 and Item 5 of Memorandum 1962-63:17.

2. The policy announced in the above-mentioned memoranda and in this memorandum is applicable to the General Legislative Grant, 1963, only. Further announcements regarding the General Legislative Grants for 1964 and subsequent years will be made if necessary.

3. For a board that had an Advisory Vocational Committee for all or any part of the calendar year 1962,

(a) all pupils enrolled in vocational courses in any grade of a secondary school either in the spring term, January to June, 1962, or in the fall term, September to December, 1962, or in both, including the special one-year courses listed in Item 2(1)(d) of Memorandum 1962-63:1, shall be classified as vocational for the attendance reports of 1962 to be used in calculating the 1963 General Legislative Grant;

(b) all Grade 9 pupils enrolled during the fall term, September to December, 1962, in the Business and Commerce Branch, the Science, Technology, and Trades Branch, and the Diversified Occupational Programme of the reorganized Programmes of study for secondary schools shall be classified as vocational, provided that in the case of the Diversified Occupational Programme, approved occupational training shop accommodation has been provided, or is in the process of being provided.

4. It should be noted that pupils enrolled in Grades 9 and 10 of the Limited Technical Course and in any grade of the Commercial Course (not the Commercial Option) are included in the application of clause (a) of Item 3 above.

C W Booth

Deputy Minister of Education.

TORONTO, November 5, 1962.

NOV 7 1962

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DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Prizes awarded by the Canadian Mathematical Congress

The Canadian Mathematical Congress has recently named the winners of mathematical prizes which it awards on the basis of the marks obtained on the Grade 13 Departmental examination in Problems, 1962. Cheques are being forwarded by the Secretary of the Canadian Mathematical Congress to all those successful in winning an award.

Provincial Winners - $50 each

($50 additional for District Winners below)

1.	J. C. William Kindree	North Toronto C.I., Toronto	95 marks
2.	C. Robert Zarnke	Waterloo C.I., Waterloo	92 "
3.	Barbara L. Keyfitz	Forest Hill C.I., Toronto	85 "
4.	David S. Milne	University of Toronto Schools, Toronto	83 "

District Winners - $50 each

1. Essex County	William E. Waymouth	Vincent Massey C.I., Windsor
2. Elgin, Kent, Lambton, Norfolk	T. Donald MacLulich	Ridgetown D.H.S.
3. Middlesex, Oxford	C. Eric Tull	London Central C.I., London
4. Bruce, Grey, Huron, Perth, Wellington	John D. Kalbfleisch	Goderich D.C.I.
5. Brant, Haldimand, Waterloo	C. Robert Zarnke	Waterloo C.I., Waterloo
6. Lincoln, Welland	Robert S. Walton	St. Catharines C.I.
7. Wentworth	Anthony H. Colenbrander	Delta S.S., Hamilton
8. Dufferin, Halton, Peel, Simcoe	Hugh C. Williams	Central H.S., Burlington
9. Toronto City, west of Yonge Street	David S. Milne	University of Toronto Schools
10. Toronto City, east of Yonge Street	J. C. William Kindree	North Toronto C.I., Toronto
11. Etobicoke, Mimico, New Toronto, Weston, York Twp.	Stephen A. Marion	Thistletown C.I., Etobicoke
12. East York, Forest Hill, Leaside, North York	Barbara L. Keyfitz	Forest Hill C.I., Toronto
13. York County, including Scarborough but excluding other municipalities of Metropolitan Toronto	Craig E. Pyke	West Hill C.I., Scarborough
14. Cochrane, Nipissing, Parry Sound, Sudbury, Temiskaming	John M. Jessel) tie Michael D. Johnson)	Timmins H.S. Kirkland Lake C. & V.I.

(Over)

15. Algoma, Kenora, Manitoulin, Rainy River, Thunder Bay	Forbes J. Burkowski	Port Arthur C.I.
16. Haliburton, Muskoka, Northumberland and Durham, Ontario, Peterborough, Victoria	George Menzel	Henry St. H.S., Whitby
17. Frontenac, Hastings, Lennox and Addington, Prince Edward, Renfrew	Edward J. Waller	Quinte S.S., Belleville
18. Carleton	George L. O'Brien	Rideau H.S., Ottawa
19. Lanark, Leeds and Grenville, Prescott and Russell, Stormont, Dundas and Glengarry	William H. Newton-Smith	Perth C.I.

The Minister wishes to express to all the prize-winners his personal congratulations and those of the officials of the Department of Education on their splendid achievement in this special field of mathematical problems.

The Canadian Mathematical Congress will again offer a number of cash prizes to Grade 13 students of mathematics across the province who show promise of outstanding mathematical ability as indicated by their work in the Departmental Grade 13 Problems paper to be written in June 1963. The conditions are listed below:

1. The competition is open to all bona fide day-time students who have been in regular attendance in the public or private secondary schools of Ontario during the school year 1962-63.

2. The areas, of roughly equal population, into which the province is divided for purposes of this competition in 1963 are shown above in the list of winners for 1962. A prize of $50 is offered for competition among the pupils attending the secondary schools in each of these nineteen geographical areas. In addition, four prizes of $50 each will be awarded on a province-wide basis. One of these may be held by a candidate whether or not he has obtained an area award.

3. The winners will be selected on the basis of their marks on the Problems paper for 1963. In general, a prize will be awarded to the candidate who stands highest among those writing from the public or private secondary schools located within a particular area. However, the Awards Committee acting for the Canadian Mathematical Congress will have final authority. In their sole discretion they may withhold the award in an area where no candidate has obtained a reasonably high mark and may transfer it to an especially deserving candidate from another area.

4. No special application is necessary. All pupils writing the Problems paper will automatically be considered candidates for the various prizes.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, October 29, 1962.

1962-63:22
5500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO SECONDARY SCHOOL PRINCIPALS
PRINCIPALS OF INSPECTED PRIVATE SCHOOLS

Re Comments on Grade 13 Examinations, 1962

1. Copies of comments prepared by the members of the Committee in charge of marking the 1962 Grade 13 examination papers are being sent to principals.

2. Principals are asked to hand the copies to the Grade 13 teachers concerned. Complaints are still received at the Department to the effect that some Grade 13 teachers do not see these Comments.

3. The Comments have been arranged in sets as follows:

Set No. 1 - History
Set No. 2 - Algebra
Set No. 3 - Geometry
Set No. 4 - Trigonometry and Statics
Set No. 5 - Biology
Set No. 6 - Physics
Set No. 7 - Chemistry
Set No. 8 - Latin and Greek
Set No. 9 - French
Set No. 10 - German
Set No. 11 - Special French (to go later)
Set No. 12 - Geography
Set No. 13 - Spanish
Set No. 14 - Problems

4. No additional copies of the Comments are available for distribution.

5. Teachers are reminded that the exact type of question or evaluation may not be used again. Marking schemes vary from year to year according to the character of the questions. This material is not intended as a teaching guide but as information which may be useful, in a general way, to teachers.

6. Circular S.4C

The comments on English Composition and English Literature are contained in Circular S.4C, which will be sent to the schools in the near future.

Since this Circular contains material of interest to all teachers of Grades 11, 12, and 13 English, one copy should be given to each teacher of these classes and the remaining copies, if any, distributed to teachers of Grade 13 classes.

The supply of Circular S.4C is limited. It is not a handbook for pupils. Consequently, teachers are asked to refrain from asking for additional copies.

C. W. Booth

Deputy Minister

TORONTO, October 29, 1962

1961-62:23
5500

ONTARIO

DEPARTMENT OF EDUCATION

NOV 21 1962

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re:
1. Competition in the Second Annual Canada-Wide Science Fair
2. Preparation for Grade 12 Departmental Tests 1962-63
3. New edition of CAREERS IN LIFE INSURANCE
4. Prescription in Russian for Grade 13 Departmental Examinations 1963
5. Copies of certain Regulations
6. Qualifications for the Vocational Specialist's Certificate

1. Competition in the Second Annual Canada-Wide Science Fair

The Second Annual Canada-Wide Science Fair will be held in Casa Loma, Toronto, on May 3 and 4, 1963.

This Fair is a competition open to secondary and private school pupils who submit projects which have won in regional exhibitions across Canada. Experiments or collections may be submitted which are designed to show a biological, chemical, physical, technical or mathematical principle, or an orderly collection of anything in the broad concept of pure or applied science.

This year the Fair will be administered by The Canadian Science Fairs Council and co-sponsored by the Kiwanis Club of West Toronto, the Ontario Science Teachers' Association and the Ontario Agriculture and Agricultural Science Teachers.

School, district, or regional fairs were held last year in the Ontario centres of Belleville, Brockville, Collins Bay, Exeter, Hamilton, Kingston, Windsor, Ottawa, Sarnia, Sault Ste. Marie and Toronto. In addition, about 30 similar fairs were held outside of Ontario. A total of 1,675 projects were exhibited.

All communications with respect to information and arrangements for students to exhibit at this Fair are to be made with the Secretary and Co-ordinator of the Canadian Science Fairs Council, Mr. P. C. LeScelleur, 48 Rideau Street, Ottawa 2, Canada.

2. Preparation for Grade 12 Departmental Tests, 1962-63

Teachers of English, French, and Chemistry in Grade 12 are referred to Memoranda 1961-62:59 and 1962-63:17, Item 2.

The Achievement Test in French on Wednesday, May 1, for General Course pupils only, may include any topic in the course of study for Grade 12. It is suggested that the teachers attempt to cover all new topics in Grammar by the date of the test and shift a portion of the work in Authors ordinarily covered in March and April to the month of May.

(Over)

Needless to say, the uniform Departmental Examination in Chemistry Grade 12 to be written in the first part of June will be set on the whole course in that subject. This paper will replace the June school examination in Grade 12 Chemistry.

3. New edition of CAREERS IN LIFE INSURANCE

Guidance Directors and Counsellors may write to the Educational Division of The Canadian Life Insurance Officers Association, 302 Bay Street, Toronto 1, for copies, in the quantities required, of the new publication "Careers in Life Insurance". Copies are available in English or French.

4. Prescription in Russian for Grade 13 Departmental Examinations 1963

Reference is made to Circular 58 - Prescriptions 1962-63 (Russian). On pages 7 and 8 under the heading FOR COMPREHENSION AND CONTENT the last two poems on page 7 and the first one on page 8 should be ascribed to "LERMONTOV" instead of "ZHUKOVSKY".

5. Copies of certain Regulations

Copies of three Regulations are being sent to the schools, as follows:

(i) Regulation for Secondary Schools
(ii) Regulation for Interim Teaching Certificates
(iii) Regulation for Permanent Teaching Certificates

6. Qualifications for the Vocational Specialist's Certificate

Principals are requested to draw to the attention of technical teachers who aspire to specialist standing that the academic requirement for admission to the Specialist's Course will be as follows:

(i) 1963 - 1965 - 6 Grade 13 credits or the equivalent
(ii) 1966 - 9 Grade 13 credits or the equivalent

Pupils now in the secondary schools who have technical teaching in mind as a vocation should also be informed that technical teachers who proceed to specialist status after 1965 will be required to have 9 Grade 13 credits or the equivalent.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, November 15, 1962.

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DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Objective-type Questions for
Grade 13 Departmental Examinations, 1963

Principals are asked to bring this memorandum to the attention of all Grade 13 teachers and students.

The Minister of Education announces that for the Grade 13 Departmental Examinations of June, 1963, objective-type questions will be used on the five papers listed below.

Botany
French Composition
History
Trigonometry and Statics
Zoology

Not more than 30% of the total marks will be allotted to objective-type questions on each paper.

C. W. Booth

Deputy Minister

TORONTO, November 8, 1962

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DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
with copies for Board Members
Principals of Inspected Private Schools
Registrars of the Ontario Universities

Re Special Provisions for Marking of Grade 13 Departmental Examinations in 1963

During the past few years certain refinements in marking procedures have enabled the Department of Education to maintain the usual date for the release of examination results, despite substantial increases in the number of papers to be read. In 1955 a total of 90,209 papers were read; in 1962 the number was 195,225.

It is estimated that in 1963 a total of 228,700 papers will be written; this represents an increase of 33,475 over the number for 1962. If the results are to be announced as requested at an earlier date than in recent years, the fullest co-operation of all those concerned will be required.

It should be noted that two proposed plans for speeding the announcement of the results, particularly for those proceeding to University, will not be operative in 1963. These are (a) the proposed reduction in the number of papers to be written, and (b) the sending of the results of all candidates to the Universities by the Department on the same day that they are sent to the schools.

Certain new steps will be taken in 1963 to speed the release of the results. However, it is not possible to guarantee that these additional steps, along with the anticipated increase in the number of markers in English and French, will meet the situation.

Accordingly, after very careful consideration of the effect of the proposed change on all groups concerned, pupils, teachers, principals, school boards, and parents, the Minister asks that for 1963, all of these groups, and particularly school principals and school boards, co-operate with the Department along the following lines.

1. The timetable for the Grade 13 Departmental Examinations will be advanced so that the examinations in that grade only will commence on Monday June 3.
2. Practically all principals will be asked to make multiple shipments of answer papers to the Department; in the past this requirement has been limited to a comparatively small group of principals. Daily shipments will be required from certain designated schools.

(over)

3. In order that sufficient time may be available for the usual careful consideration of the papers, the associate examiners will be required at earlier dates than usual.

The markers in English Composition, English Literature, French Authors, and possibly French Composition will be asked to report for duty on Tuesday, June 18. The committees in these subjects will commence work on Thursday, June 6.

The markers in the other subjects will report for duty on Monday, June 24 or Tuesday, June 25. Their committees will commence work on Friday, June 14 or Monday, June 17.

4. This early commencement of the marking will involve the early release of 1000 secondary school teachers with some consequent duplication of remuneration, and with additional responsibility for promotions and year-end reports placed upon other members of the staff.

It is the opinion of the Minister that the people of Ontario wish to retain the Grade 13 Departmental Examinations as a uniform basis for the issue of the Secondary School Honour Graduation Diploma and for the admission of successful candidates to various forms of post-secondary education. Therefore, before the much greater increase in the number of candidates reaches Grade 13 in 1966, certain inevitable adjustments must be initiated in order that the administrative aspects of the Grade 13 Departmental Examinations may keep pace with the number of papers.

5. The closing date of secondary schools in June will not be affected by the earlier writing of examinations in Grade 13. A subsequent memorandum will be issued covering the marking of attendance in June, 1963, and including suggestions for the consideration of principals in the preparation of timetables for June examinations in other grades.

C. W. Booth

Deputy Minister

TORONTO, December 10, 1962

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ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools
Registrars of the Ontario Universities

Re Reduction in the Number of Papers in Certain Grade 13 Subjects

The Minister of Education announces that, with the concurrence of the University Matriculation Board, the number of Grade 13 papers to be written will be reduced in accordance with the following timetable.

1. Commencing in June, 1965, there will be a single paper in each of the languages other than English.
2. Commencing in June, 1966, there will be a single paper in Biology in place of the present papers in Botany and Zoology.
3. Commencing in June, 1967, there will be two papers in Mathematics in place of the present three papers in Algebra, Geometry, Trigonometry and Statics. So far as present Departmental policy is concerned, these two papers will be equal in status. The paper in Problems will continue to be an extra paper.

It has been found that the difficulties inherent in the reduction in the number of papers make it inadvisable to take action at times earlier than those stated above.

The Minister points out that the teaching time allotted to the subjects concerned is not to be reduced because of the reduction in the number of Grade 13 examination papers. However, this does not preclude the possibility that the amount of teaching time may be affected if a significant change is made in the content of a course.

Committees will be appointed in the near future to consider the various implications of this reduction in the number of papers.

C. W. Booth
Deputy Minister

TORONTO, December 10, 1962

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DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools
Registrars of the Ontario Universities

Re Appointment of Associate Examiners
for the Grade 13 Examinations of 1963

1. The Minister of Education appreciates the assistance given in 1962 by teachers who acted as associate examiners for the Grade 13 Departmental Examinations. He hopes that eligible teachers, particularly those with considerable experience and high academic standing, will offer their services for the 1963 examinations.

   If the results of the examinations are to be released, as requested, at an earlier date than in recent years, it will be necessary to have a considerably increased number of associate examiners for the English and French papers.

   Teachers of English are advised that "sectional marking" will not be used in either English section this year.

2. Statements of Availability have been sent to the schools. They should be returned to the Department not later than January 15, 1963. If this is done, it seems likely that notices of appointment can be mailed from the Department on or before February 28.

3. It should be noted that no names, even of those who marked last year, can be considered unless a Statement of Availability is received.

4. Appointments of new committee members will not be made until some time in April. At that time it will be necessary to allow appointees to choose between the original appointment and the later appointment to the Committee.

5. Conditions of Appointment

   An Associate Examiner from a Provincial school is required to hold a Permanent teaching certificate granted before January 15, 1963, to have had at least two years' teaching experience in an Ontario Secondary School, and to

   (a) be engaged in teaching one or more Grade 13 subjects in the day classes of a secondary school for the school year 1962-63, or

   (b) be the head of a department, or

   (c) have taught one or more Grade 13 subjects in the day classes of a Provincial secondary school during the past two or three years, or

   (d) be engaged in teaching one or more Grade 13 subjects in the night classes of a Provincial secondary school.

(over)

An Associate Examiner from a private school must have had at least two years' teaching experience in Ontario in a secondary school, a university, or a private school, and must be recommended by his Principal. An Associate Examiner from a university must have had at least two years of teaching experience in Ontario as an instructor in a university or a teacher in a secondary school or a private school, and must be recommended by his Principal or Dean.

NOTE: Statements of Availability will be accepted from teachers who completed the usual marking cycle in 1962 but are interested in continuing as associate examiners if their services are required.

6. The Regulation for Grade 13 Departmental Examinations provides for payment of Associate Examiners at the rate of $28 a day.

In addition, an Associate Examiner whose place of residence is not in The Municipality of Metropolitan Toronto and who establishes a place of residence in The Municipality of Metropolitan Toronto for the purpose of engaging upon his marking duties will be allowed living expenses not exceeding $4 for each day upon which he is so engaged.

The Registrar regrets the delay in having cheques issued for the "$4" allowance in 1962. Changes will be made in the administration of this feature with a view to prompt payment of the accounts in 1963.

7. The dates upon which committees and sections will report for duty are given in Memorandum 1962-63:25.

8. The usual co-operation of the teachers is requested in this very important work. It is most important that Principals urge a fair proportion of their Grade 13 teachers to submit Statements of Availability and make provision for their earlier release in June as markers.

C. W. Booth

Deputy Minister

TORONTO, December 12, 1962

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MEMORANDUM FOR SECONDARY SCHOOL PRINCIPALS

RE: COMMITTEES OF SELECTION, PROVINCIAL TEACHERS' COLLEGES

The Minister of Education announces that a Committee of Selection will be established at each Provincial Teachers' College early in 1963. The principal of the Teachers' College will act as chairman of the Committee, and the members will be drawn from the staff of masters of the Teachers' College, inspectors of elementary schools, and members of the Ontario Teachers' Federation. Each applicant for admission to the Teachers' College will be interviewed by a representative or representatives of this Committee.

Members of the Committee will in due course visit the Secondary Schools, where they will interview prospective applicants for admission to Teachers' Colleges. Arrangements for the date of these visits will be made by the principals of the Teachers' College and Secondary Schools concerned. At the time of these visits, opportunities for individual interviews will also be given to mature persons in the community who hold the academic qualifications for admission to Teachers' College, and are interested in entering the teaching profession.

Each Secondary School principal is requested to inform the principal of the Teachers' College in his district on or before February 1, 1963, of the names of students in his school who are interested in entering Teachers' College in September, 1963, and who may have the necessary qualifications for admission at that time. It will be appreciated if you will divide the list of names into two parts, (i) possible applicants for the One-year Course, for which standing in eight Grade 13 papers, including English Literature and English Composition, is the general academic requirement for admission, and (ii) possible applicants for the Two-year Course for which the Secondary School Graduation Diploma of the General Course with four options is the minimum academic admission requirement. Secondary Schools preparing students for admission to the University of Ottawa Teachers' College will be familiar with the courses at that institution. A mutually convenient date will later be arranged for the visit of a representative or representatives from the Committee of Selection. Should a Secondary School principal have no names to report, he should advise the Teachers' College principal of that fact by February 1.

The helpful co-operation of Secondary School principals in this work in past years has been much appreciated by the Committees of Selection.

H. E. Elborn
. . . .
Deputy Minister of Education.

Toronto 2, December 10, 1962.

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DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re: 1. Library Accommodation in Secondary Schools (not applicable to private schools)
2. Bursaries in Metallurgy
3. Facilities required for the teaching of Vocational Programmes in smaller schools
4. Endorsement of Certificates

1. Library Accommodation in Secondary Schools (not applicable to private schools)

In small schools with enrolments now under 200 pupils, the library classroom is adequate as it was planned some years ago. However, if a school has more than 200 pupils now, it will probably soon have an enrolment of 300 and may grow further to a partially-composite status. In the immediate future many of our schools will be greatly enlarged to meet the expected enrolments.

For new schools to serve more than 200 pupils a library rather than a library classroom is now recommended. If any major addition is made to a school which has had a library classroom consideration should be given to the inclusion of a library. The former library classroom can be diverted to another use, such as a commercial room.

The minimum area for a secondary school library should be 1150 square feet. This area will include:

(a) a library 40' x 23', which may be used also for teaching in a small school;

(b) a workroom and reference room 10' x 23'.

It should be noted that a library, like a gymnasium, is not counted as a teaching area for the purpose of computing the normal capacity of a school when the secretary of the board submits a building proposal.

2. Bursaries in Metallurgy

The Ontario Chapter of the American Society for Metals is increasing its bursary assistance to students entering certain universities and institutes of technology. Principals will receive an announcement from the Chapter concerning the awards in universities in the near future and in institutes at a later date. These will be announced as follows:

(Over)

(i) Two $400 bursaries are to be given to students entering the first year of Metallurgical Engineering at the University of Toronto.

(ii) Two $400 bursaries are to be given to students entering the first year of Metallurgy or Metallurgical Engineering at McMaster University.

(iii) Two $200 bursaries are to be given to students entering the third year of Metallurgical Engineering at Queen's University.

(iv) Two $100 prizes are to be given annually to students at Ryerson Institute of Technology enrolled in Metallurgy.

(v) Two $100 prizes are to be given annually to students enrolled in Metallurgy at the Hamilton Institute of Technology.

3. Facilities required for the teaching of Vocational Programmes in smaller schools

(a) Four and Five-Year Science, Technology, and Trades Branch -

Three or more Technical Shops are required. The practical work for these courses cannot be given in Industrial Arts shops.

(b) Limited Technical Course -

Approval may be given to a board to offer the Limited Technical Course provided that the school has two Industrial Arts shops equipped adequately to permit instruction in Grades 9 and 10 of the Science, Technology, and Trades Branch. It should be noted that an agreement must be reached between this board and another offering the Four-Year Science, Technology, and Trades Branch in order that successful pupils from Grade 10 of the Limited Technical Course may be accepted into Grade 11 in one of the specialized fields of the Science, Technology, and Trades Branch.

(c) Diversified Occupational Programme -

Approval may be given to establish this programme providing that one or more shop areas are specially equipped and used for this purpose. It is not considered satisfactory to use an Industrial Arts shop for both Industrial Arts and Diversified Occupations. For the Girls' Occupational Programme, it is also expected that one or more areas will be specially equipped to teach this programme.

4. Endorsement of Certificates

In Memorandum 1962-63:18, item 4, Endorsement of the High School Assistant's Certificate, the words, "subsequent to the date of the certificate," were omitted at the end of the sentence. You are requested to add them to the item. (Ref: Regulation, Interim Teaching Certificates, Section 67, issued to schools in November.) It should be understood that successful experienced teachers may have their certificates endorsed as soon as the required academic credits have been obtained.

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, December 7, 1962.

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DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re School Broadcasts in French beginning February 5, 1963

The Principal is asked to bring this memorandum to the attention of all teachers of French in the school.

1. This year the Ontario Department of Education in co-operation with the Canadian Broadcasting Corporation is presenting two series of broadcasts in French:

   (a) The Senior French Broadcasts beginning on Tuesday, February 5, 1963 at 11.00 a.m. and continuing weekly at the same time for five weeks until March 5, 1963.

   (b) The Junior French Broadcasts beginning on Tuesday, February 5, 1963 at 11.15 a.m. and continuing weekly at the same time for five weeks until March 5, 1963.

2. Printed copies of the scripts for both series will be sent to the schools during the week of January 7, 1963, as follows :

   (a) Junior French, Nos. 1, 2, 3, 4, 5.

   (b) A pamphlet "Early Stages in French" which has been made available by the British Broadcasting Corporation, to accompany the Junior French series.

   (c) Senior French, Nos. 1, 2, 3, 4, 5.

The Principal is asked to hand these copies to the teachers of French. No additional copies are available for distribution.

3. On or about Monday, January 7, 1963 an unnumbered memorandum, containing further information regarding the broadcasts and suggestions for their use, will be sent to the schools by Mr. A.F.W. Hodgins, Secondary School Inspector.

S. D. Rendall

S.D. Rendall
Superintendent of Secondary Education

TORONTO, December 28, 1962

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JAN 10 1963
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DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re Proposed Summer Seminar for Heads of Departments

PRINCIPALS ARE ASKED TO CALL THIS ANNOUNCEMENT

TO THE ATTENTION OF ALL TEACHERS

The Department of Education will hold a summer seminar for heads of departments of secondary schools during the week of August 18-23, 1963, at the University of Waterloo, Arts Building, Waterloo, Ontario. This week has been chosen to make it possible for teachers who mark papers or take university courses during the summer to have some holiday before undertaking this seminar.

Eligibility for Membership

The course will be open to heads of departments, acting heads, or specialists interested in becoming heads.

In order to accommodate as wide a variety of subject and geographic areas as possible, quotas will be set up for each group. Qualifications of applicants will be carefully considered and every effort will be exercised by the selection committee to process applications of qualified candidates in the order in which they arrive. Accommodation permits acceptance of 325 applicants.

Staff

Outstanding heads of departments and administrators in our secondary schools, in addition to Departmental officials.

Purpose and Organization

General sessions, individual subject seminars, and special demonstrations will be included in a concentrated course designed to give maximum practical assistance to a head of department in such areas as the following:

(a) efficient organization and administration of a department;

(over)

(b) the duties of a Head as seen by the Superintendent, Principal, Inspector, and other teachers;

(c) effective in-service training for young teachers;

(d) the building of good courses of study for the various grade levels and Branches of the Secondary School Programme;

(e) teaching-aid materials;

(f) texts and reference books in a subject field;

(g) testing procedures;

(h) supplementary reading and reference in all subject fields;

(i) any kindred topics in which the subject groups may be interested.

Fees and Living Accommodation

The fee for the course will be $15. Cost of accommodation and meals is $35 for the session. Commuters may purchase noon meals at regular student rates.

All accommodation is air-conditioned. From our experience of last year, we are of the opinion that those who lived in residence derived maximum benefit from the course.

Date of Course - Monday, August 19 to Friday, August 24 (inclusive).

Registration - Sunday, August 18 - 7:00 - 9:00 p.m.
Monday, August 19 - 8:30 - 9:30 a.m.

Place - University of Waterloo, Arts Building, Waterloo, Ontario.

X. D. Randall

Superintendent of Secondary Education.

TORONTO 2, January 2, 1963.

JAN 10 1963

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DEPARTMENT OF EDUCATION

For Departmental Use ☐

COMPLETE THE FOLLOWING QUESTIONNAIRE IF INTERESTED IN ATTENDING THE HEADS OF DEPARTMENTS' COURSE

1. Name ________________________________ (____________________)
(Surname) (Christian Name) Those belonging to Religious Orders include lay name.

2. Name of School ________________________________
(in full)

3. Address of School ________________________________
(Street) (City or Town)

4. Subject Field ________________________________

(Insert name of the subject seminar in which you wish to be enrolled. If there is sufficient response, seminars will be offered in the following subject areas: English, History, Geography, Mathematics, Science, Modern Languages, Classics, Guidance, Commercial, Technical, Physical Education).

5. Number of years of teaching in a secondary school (as of June, 1963) ☐

6. Check the answer which applies to you.

(a) I am a Head (fully qualified) ☐

(b) I am an Acting Head ☐

(i) list basic certificate and date . . . .

(ii) Interim ☐ (iii) Permanent ☐

(c) I shall be a Head (fully qualified) next year for the first time. ☐

(d) I am a Specialist interested in becoming a Head. ☐

Date of Permanent Specialist's Certificate . . . .

(e) Did you make application for last year's seminar?

yes ☐ no ☐

7. If accepted

   (a) I shall require room and board ☐

   (b) I shall commute ☐

8. This is not an application form. Send no cheque at this time.

   Candidates will be selected on the basis of information submitted in this questionnaire. Those who attended the seminars in Guelph last year will not be admitted to this year's course.

   Those selected will receive application forms with instructions regarding payment of fee.

9. Return carefully completed questionnaires as soon as possible and NO LATER THAN JANUARY 31 to:

   Dr. S. D. Rendall,
   Superintendent of Secondary Education,
   Department of Education,
   Parliament Buildings,
   TORONTO 2, Ontario.

JAN 7 1963

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DEPARTMENT OF EDUCATION

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Memorandum to Directors of Education
Superintendents of Secondary Schools
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re: Grade 13 Departmental Examination Time-Table, 1963.

The time-table for the annual Grade 13 Departmental examinations of June, 1963, is set out on the back of this memorandum. At a later date copies of the time-table in its usual printed form will be mailed to all principals along with copies of the regulations governing the examinations (Exam. Instructions No. 5). It is expected that the application forms and time-tables for the candidates themselves will be mailed to the principals early in March.

C. W. Booth

Deputy Minister.

TORONTO 2, December 18, 1962.

GRADE 13 TIME-TABLE

1963

Date	Hour of Examination		Grade 13
Monday 3rd June	a.m.	9.00 - 11.30	French Authors
	a.m.	9.00 - 11.30	French Literature
	p.m.	1.30 - 4.00	French Composition
	p.m.	1.30 - 4.00	French Composition
Tuesday 4th June	a.m.	9.00 - 11.30	English Composition
	p.m.	1.30 - 4.00	English Literature
Wednesday 5th June	a.m.	9.00 - 11.30	German Authors
	p.m.	1.30 - 4.00	German Composition
Thursday 6th June	a.m.	9.00 - 11.30	Trigonometry & Statics
	p.m.	1.30 - 4.00	Physics
Friday 7th June	a.m.	9.00 - 11.30	Algebra
	p.m.	1.30 - 4.00	Zoology
Monday 10th June	a.m.	9.00 - 11.30	Latin Authors
	p.m.	1.30 - 4.00	Latin Composition
Tuesday 11th June	a.m.	9.00 - 11.30	Geometry
	p.m.	1.30 - 4.00	Botany
Wednesday 12th June	a.m.	9.00 - 11.30	Problems
	p.m.	1.30 - 4.00	Geography
Thursday 13th June	a.m.	9.00 - 11.30	Chemistry
	p.m.	1.30 - 4.00	History
Friday 14th June	a.m.	9.00 - 11.30	Italian Authors
	p.m.	1.30 - 4.00	Italian Composition
Monday 17th June	a.m.	9.00 - 11.30	Spanish Authors
	p.m.	1.30 - 4.00	Spanish Composition
Tuesday 18th June	a.m.	9.00 - 11.30	Music
	p.m.	1.30 - 4.00	Accountancy Practice
Wednesday 19th June	a.m.	9.00 - 11.30	Mathematics of Investment
	p.m.	1.30 - 4.00	Secretarial Practice
Thursday 20th June	a.m.	9.00 - 11.30	Greek Authors
	p.m.	1.30 - 4.00	Greek Composition
Friday 21st June	a.m.	9.00 - 11.30	Russian Authors
	p.m.	1.30 - 4.00	Russian Composition

JAN 15 1963

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DEPARTMENT OF EDUCATION

MEMORANDUM TO Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE A. Marking of Attendance for June, 1963 (not applicable to private schools)
B. Suggested Arrangements for June Examinations, 1963

A. Marking of Attendance for June, 1963 (not applicable to private schools)

Section 5(d) of The Department of Education Act, R.S.O. 1960, reads as follows: "For the purpose of calculating legislative grants, the Minister may add to the actual aggregate attendance of a school the number of days attendance lost by pupils who were absent from school in the month of June when their regular classroom work was discontinued because of the holding of examinations that they were not required to write."

In order to ensure uniformity in procedure, and to enable Boards to receive the full grant to which they are entitled under the above-mentioned section, all those concerned are directed to conform to the plan outlined below.

1. Only those pupils who are in actual daily attendance up to but not including the dates given below for each grade shall be marked present in the Daily Register of Attendance.

Grade 13 - May 27,
Grades 11 and 12 - June 3,
Grades 9 and 10 - June 10.

2. All pupils of the General Course in Grades 11 and 12 will be required to write final examinations in the subjects of Grade 12 and in each subject of Grade 11 which is used to obtain part of a mark submitted on Form 360A for purposes of the Secondary School Graduation Diploma.

3. Commencing with the dates given in 1. above and throughout the interval up to and including June 28, the day of school closing in 1963, for pupils in any secondary school grade who write examinations, or who are exempted from writing by reason of superior standing during the school year in Grades 9, 10, 11, or 12, the letter "G" shall be entered in the Daily Register of Attendance for each school day.

4. Grade 13 Departmental Examinations will commence on June 3. The Grade 12 Departmental Examination in Chemistry will be written on the afternoon of June 5. The school examinations in Grades 9 - 12 may be held on or after the dates given below at such times as the principal may determine.

Grade 12 - June 4,
Grade 11 - June 5,
Grades 9 and 10 - June 10.

Principals are urged to set the examinations of Grades 9 - 12 (except Chemistry) as late in the month of June as possible consistent with the provision of adequate time for the marking of papers and for promotion meetings.

5. Commencing on the dates given below, the days preceding the examinations may be devoted, at the discretion of the principal, to classroom instruction, study in school, or study at home by pupils of the grades specified.

(Over)

Grade 13 - May 27,
Grades 11 and 12 - June 3,
Grades 9 and 10 will remain under instruction until the examinations begin.

B. Suggested Arrangements for June Examinations, 1963

1. Where movable desks (or tables) and chairs will permit the Grade 13 candidates to be deployed in classrooms, gymnasiums, libraries, or other suitable rooms, each Presiding Officer may be permitted to supervise a number of candidates up to but not exceeding 30.

2. If space other than normal classrooms is to be used by Grade 13 candidates for the writing of examinations in June, a practice run for one or two papers is suggestedduring the Easter examinations.

3. During the week of June 3 it may be advisable to teach Grades 9 and 10 in their homerooms. At this time equipment for teaching is less necessary and, therefore, rotation of classes may be kept to a minimum.

4. In order that teachers of French and English in Grade 13 may be permitted to mark their papers in Grades 11 and 12 in time for staff meetings and to commence marking Grade 13 papers at the Department before the end of June, one exception will be permitted in the provisions of Part A of this memorandum. English Composition and/or French Authors (or French Composition for French-speaking candidates) in Grades 11 and 12, where these are set as separate papers, may be written during the week of May 27. English Literature and French Composition (or French Literature for French-speaking candidates) may not be written before the times set in Part A. If it is deemed necessary the Composition portion of the English examination in Grades 9 and/or Grade 10 may also be written in the week of May 27.

5. A sample schedule for the first few days of June is provided graphically below to avoid the supervision of more than two grades of Grades 11, 12, and 13 when large numbers of Grade 13 candidates are writing. In most schools Grade 11 will write in the mornings, Grade 12 in the afternoons, or vice versa.

If there should be a conflict on June 5 between Grade 13 German and Grade 12 Chemistry (or French) for any pupil or class, the teacher's recommendation in Chemistry (or French) based on the year's work may be accepted for the pupil or class. If the principal considers it necessary or desirable, an examination set by the teacher in the Grade 12 subject may be written at another time. In the subject of French the Grade 12 Departmental Test scores will be available as additional information in cases of conflict

	Grade 13 (fixed dates)	Grade 12 (suggested dates and subjects)	Grade 11
Mon., June 3 a.m.	French Authors	——	——
p.m.	French Composition	——	——
Tues., June 4 a.m.	English Composition	English Literature	——
p.m.	English Literature	——	
Wed., June 5 a.m.	German Authors	French Composition	French
p.m.	German Composition	Chemistry (fixed)	——
Thurs., June 6 a.m.	Trig. & Statics	——	English Literature
p.m.	Physics	other subject	——

etc.

C. W. Booth

C. W. Booth
Deputy Minister of Education.

TORONTO, December 21, 1962.

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DEPARTMENT OF EDUCATION

MEMORANDUM TO Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE 1. Information concerning Applicants for Teaching Positions
2. Submission of Secondary School Graduation Diplomas to Schools of Nursing
3. Fellowships for Graduate Study in Education, 1963-64

1. Information concerning Applicants for Teaching Positions

The attention of secondary school principals and secretaries of secondary school boards is again directed to the procedure which should be observed in making enquiry about applicants for teaching positions.

(a) All requests after February 27 by telephone to the Secondary Education Branch, Department of Education, should be made to Mrs. Malton at number 365-2774. The school official placing the call should give his name, position, and address. The list of applicants submitted should be arranged alphabetically with the Christian name and second initial also where the surname is one in common use. Opposite each name the school at which the teacher is now employed, or was last employed, should be indicated. Separate lists should be presented for (i) assistant teachers and (ii) principals, vice-principals, or heads of departments. Information cannot readily be given on teachers who left the profession more than three years ago, since their names do not appear on our current files. In most cases, the general information as indicated below will be given immediately, but where it is necessary to make a return contact this will be done by making a collect telephone call as soon as the necessary data can be assembled.

(b) In view of the fact that thousands of enquiries are received, only one call should be made regarding any list of applicants, and the names of only the most suitable applicants should be submitted. It will help greatly if a preliminary reduction of the list to five or six names has been made. Replies will ordinarily be limited to general terms, such as, outstanding, excellent, very good, good, fair, unsatisfactory. More detailed comments may be made on applicants for the position of Principal, Vice-Principal, or Head of department.

(c) Representatives of the Secondary Education Branch will be available by telephone at 365-2774 on one Saturday only, March 2, 9.00 a.m. to 4.00 p.m.

(d) Requests concerning the work of teachers-in-training at the Ontario College of Education may be made on or after March 2 to the Dean or the Director of Vocational Teacher Education at telephone number 923-6611, local 1424. If local 1424 is not available, local 801 or 802 may be used. After March 2, interviews at the College with students may be arranged between 3.30 p.m. and 5.30 p.m. from Monday to Friday each week. The College office will be open between 9.00 a.m. and 12.30 noon on March 2, 9, and 16 (Saturdays) for school officials seeking information about prospective teachers.

(Over)

(e) It is essential that all information given be treated in the strictest confidence. It is understood that enquiries will be made only about applicants answering advertised positions.

Memorandum 1962-63:43 "Employment of Teachers, etc." should be read in conjunction with this section.

2. Submission of Secondary School Graduation Diplomas to Schools of Nursing

An applicant for enrolment in a School of Nursing is required to submit the Secondary School Graduation Diploma or a facsimile thereof to the Director of the School of Nursing before commencing the nursing course. It was stated in Memorandum 1960-61:42 that the Department would be unable to provide a letter certifying to the applicant's standing or a duplicate diploma to the nursing school and the suggestion was made that a rolled page of paper might suffice in lieu of the diploma at commencement exercises. Nevertheless, a number of complaints from Directors of Nursing Schools have been received by Dr. C. A. Brown, the Registrar, through the Registered Nurses' Association of Ontario, that principals are reluctant to release diplomas before the date of the commencement. Furthermore, a few of the principals have failed to sign the diplomas before they were forwarded.

To solve this problem finally we now make two alternative suggestions, (i) that principals sign the diplomas as soon as they are received in order that they or other officials, on request, may issue the diplomas to applicants for nursing or (ii) that principals arrange on request for photostatic copies of the signed diplomas to be made by some local firm or by the school or board office if the principal does not wish to release the diplomas before commencement. The Registered Nurses' Association assures us that photostatic copies will be acceptable.

3. Fellowships for Graduate Study in Education, 1963-64

(a) A number of fellowships in amounts up to $2,000 each are available for teachers and students in full-time attendance at the Ontario College of Education during the regular session, 1963-64, and enrolled in courses leading to graduate degrees in Education.

Further information and application forms (to be completed by March 1) may be obtained from: Director of Graduate Studies, Ontario College of Education, 371 Bloor Street West, Toronto 5, Ontario.

(b) A number of fellowships, teaching assistantships, and research assistantships, in amounts varying from $1,800 to $3,000 are available at the University of Alberta for 1963-64 in the divisions of (i) Educational Administration and (ii) Educational Psychology.

Interested teachers may obtain information from the Chairman of the Division concerned at the University of Alberta, Edmonton, in order that completed applications may be filed by February 15.

W. R. Stewart
for S. D. Rendall
Superintendent of Secondary Education.

TORONTO, January 11, 1963.

1962-63:35
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JAN 16 1963

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools
Registrars of the Ontario Universities

Re Principal's Confidential Report Form to Universities

The Department of Education has been working with the Universities of Ontario over the past few years in an attempt to arrive at a uniform Principal's Confidential Report Form which will be acceptable to all or most Universities in the administration of their early admissions programme.

As yet, it has not been possible to reach complete agreement on all points in connection with such a form, but a sub-committee of the University Matriculation Board consisting of 3 University representatives and 3 Departmental representatives has recommended a form and has presented it to the Presidents of the Universities. Since it is acceptable to the majority, the Department, in order to aid the principals and keep the programme progressing, has printed it in its recommended format. A supply will be sent to all principals in the near future. It is suggested that principals use this standard form whenever possible, keeping in mind, however, that special problems which must be met by some Universities may require them to provide a form varying slightly in a few minor details.

This whole matter is under continuous study, and it is hoped that a completely uniform Report Form will soon be in use.

C. W. Booth

Deputy Minister

TORONTO, January 9, 1963

JAN 21 1963

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DEPARTMENT OF EDUCATION

MEMORANDUM TO: PRINCIPALS OF SECONDARY SCHOOLS

RE: TECHNICAL AND VOCATIONAL TRAINING AGREEMENT - PROGRAMME 1

Enclosed is the Department of Labour Form DBS 7006 on which the Government of Canada requests a report on all pupils taking vocational courses.

This form shall be submitted by principals of schools offering at least one vocational course, which are administered by an Advisory Vocational Committee, even though approval has not been given for a building project under the Technical and Vocational Training Agreement. This will include pupils enrolled in vocational courses as covered in note 2 of Memorandum 1962-63:1.

Two copies of the form shall be submitted to the Superintendent of Secondary Education, Parliament Buildings, Toronto.

In the notes on the obverse side of the form, the related subjects are English, Mathematics and Science.

The following notes refer to the reverse side of the form.

1. Enter pupils who are enrolled in the Diversified Occupational Programme and junior or special vocational schools under general-vocational, ungraded courses.

2. Enter pupils who are enrolled in a two-year technical programme and grades 9 and 10 of the four-year Technical Course or the Science, Technology and Trades Programme under general-vocational, graded programme.

3. Under total grades 9 - 13, second line, both male and female, the spaces were blanked out in error. Notwithstanding, make the appropriate entry.

4. Enter pupils enrolled in the one-year Special Commercial Programme under Commercial-Grade 12.

5. Enter pupils enrolled in the five-year Science, Technology and Trades Programme under 'other courses' in a similar manner to the Commercial Course.

We regret the necessity of asking you at this time for this report for which the request and forms only came to us on January 11,1963. However, we urge you to make a special effort to submit the completed forms to this office by January 28,1963.

S. D. Rendall

S.D. Rendall,
Superintendent of Secondary Education.

enc.

TORONTO, January 16, 1963.

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FEB 15 1963

1962-63: 36
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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO: Elementary School Inspectors
Secondary School Principals

RE: DEPARTMENTAL SUMMER COURSES, 1963

1. Inspectors and Principals are asked to bring this information to the attention of the teachers.

2. If the number of duly qualified teachers who apply for admission is sufficient, it is expected that the following courses will be offered from July 2 to August 2, inclusive.

Art: Elementary, Intermediate, Supervisor's, Specialist, at Toronto
    Elementary, Intermediate Part I, at North Bay
Audio-Visual Methods: at Cornwall, Kirkland Lake, Kitchener and Toronto
Auxiliary Education: Elementary, Intermediate, Specialist, at Toronto
    Elementary, at Pembroke
Elementary School Teacher-Librarians, Parts I and II, at Toronto
Grade 13 Subjects: at Ottawa and Toronto
Guidance: Elementary, Intermediate, Specialist, at Toronto
    Elementary, at Dryden and Windsor
Industrial Arts: Elementary, Parts I and II, and Supervisor's, Parts I and II, at Toronto
Intermediate Education: (Grades 7 and 8) at Kemptville
Intermediate Division Mathematics (Grades 7 and 8) at Toronto
Intermediate Science (Grades 7 and 8) at Hamilton
Junior Education: at Barrie, London and Peterborough
Music: Vocal (for Elementary Schools) Elementary Type B, Intermediate Type B, Supervisor's, at Toronto
    Vocal (for Secondary Schools), Elementary Type A, Intermediate Type A, Specialist, at Toronto
    Instrumental: Elementary, Intermediate, Specialist, at Toronto
Physical and Health Education:
    Secondary School Men:
        Intermediate Type A, Parts I and II, Specialist, at Toronto
    Secondary School Women:
        Intermediate Type A, Parts I and II, Specialist, at Kingston
    Elementary School Men and Women:
        Elementary Type B, Intermediate Type B, Supervisor's at Hamilton
        Elementary Type B, Intermediate Type B, at Guelph
        Elementary Type B, at the Lakehead and Toronto
Primary Education Supervisor's: at Toronto
Primary Methods: Parts I and II, at Hamilton, Ottawa, Sarnia and Toronto
        Part I, at Sault Ste Marie
        Part II, at Kingston
Secondary School Principals, Parts I and II at Kingston
Teaching English as a Second Language: at Toronto
The Teaching of French to English-speaking Pupils in Elementary Schools: at Ottawa.

(over)

Short Courses

Art Refresher, at Toronto
Heads of Departments in Secondary Schools, at Waterloo
Intermediate Division Mathematics (Grades 9 and 10) at Toronto
Music Refresher, at Toronto
Physical and Health Education Refresher, for Secondary School Women, at Kingston.

3. Fees

(a) The fee for each five-week Departmental Summer Course will be $25. The fee for a course lasting three weeks is $15; for a two-week course it is $10; and for a one-week refresher course it is $5. The fee for the combined Vocal and Instrumental Music Course will be $40. The fee for the Secondary School Principals Course will be $50. The fee for the Heads of Departments (Secondary Schools) will be $15.

(b) A late fee of $2.00 will be charged on each application delivered personally to the Department of Education after May 24 or mailed to the Department in an envelope bearing a postmark after May 24.

4. Fee to Accompany Application

A certified cheque or money order for the required fee, payable to the Treasurer of Ontario, must accompany each application.

5. Copies of the General Announcement of Summer Courses and copies of the application form will be mailed to all schools about the end of March.

6. Prospective applicants are asked to refrain from making routine inquiries about the courses until they have received and studied the General Announcement.

7. The co-operation of Inspectors and Principals in urging teachers to make early application is requested as no assurance can be given that applications received after May 24 will be considered.

H. E. Elborn
Deputy Minister

January 25, 1963

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1962-63:37
4500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO: Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE: 1. Employment of Teachers from the United Kingdom in Certain Subjects
2. Optional Subject of French in the Initial Summer Course, 1963
3. T.S.S. in Schools and Teachers, Part II
4. Circular 649, reprinted 1963

1. Employment of Teachers from the United Kingdom in Certain Subjects

Graduates of 3-year post-secondary school courses of the United Kingdom in Home Economics and Physical Education may be employed by Ontario secondary school boards after March 23 if no applications have been received in response to advertisements from teachers qualified under the Regulations.

An applicant may be considered who will

(1) submit a birth certificate and a certificate of citizenship (or a Declaration of Intention to become a Canadian citizen) and pass a physical examination (Ref: Note 2 at end of Circular 623);

(2) submit the diploma obtained after the 3-year course mentioned above;

(3) agree to teach in the school year commencing September, 1963, and proceed towards full qualification as a secondary school teacher as indicated below.

(a) A prospective teacher of Home Economics will attend in 1963 at the Ontario College of Education, Toronto, the first summer course of five weeks in a two-summer sequence leading to an Interim Vocational Certificate, Home Economics (subjects named), which will be issued on completion of the sequence and on evidence of successful teaching.

(b) A prospective teacher of Physical Education will attend in 1963 at the Ontario College of Education, Toronto, a summer course of five weeks in Physical Education and in subsequent summers take courses towards an acceptable Arts or Science degree from a university. On completion of the degree the applicant will attend a Regular Summer Course leading to the Interim High School Assistant's Certificate.

A Letter of Permission will be issued under the general conditions listed in Memorandum 1962-63:43 to a board on behalf of an applicant who fulfils the requirements and, for a teacher of Physical Education, the Letter of Permission will be renewed on request without advertising in subsequent years if the applicant teaches successfully and continues to make progress towards full qualification.

An applicant must consult the Registrar of the Ontario College of Education, 371 Bloor Street West, Toronto, (or the professor concerned) before accepting a position with a board and must submit a Statement of Applicant to the board which will request that a Letter of Permission be issued. A formal application for the summer course in 1963 should be sent to the Registrar before June 1.

This memorandum is issued to principals of inspected private schools only as information on procedure towards certification of teachers.

(Over)

2. Optional Subject of French in Initial Summer Course for Teachers, 1963

French will be offered as one of the three optional subjects in the Initial Summer Course given by the Ontario College of Education at each of the three centres, Kingston, London, and Toronto. Français (formerly designated as Special French) will also be offered in this summer course as a full option at Kingston only, for candidates who have the necessary background and who wish to prepare for the teaching of the subject to French-speaking pupils under the programme outlined in Curriculum RP-46.

French-speaking candidates attending the course at Kingston may choose either or both of the options of French and Français in selecting the three options which are required in the course.

Principals of secondary or private schools where teachers entering the profession will be engaged to instruct in the subject of Français are requested to urge them to choose Français as an option. Applicants who are not residents in the counties of eastern Ontario listed in Circular 623, Section 2 (iii), should be careful to indicate in Section 1 (a) of the STATEMENT OF APPLICANT that they wish to attend the course at Kingston and to enter the subject "Français" in brackets after Kingston.

3. T.S.S. in Schools and Teachers, Part II

Secondary School teachers who have completed successfully the first summer course of professional training have been credited in Schools and Teachers, Part II, with a Temporary Secondary School Certificate by the insertion of "T.S.S." entered in the column "Special Certificates". In the case of vocational teachers a letter notifying them of their success in the first summer course was issued in lieu of a Temporary Secondary School Certificate.

4. Circular 649, reprinted 1963

The pamphlet "Academic Requirements for Admission to Courses and Examinations at the Ontario College of Education leading to the Interim High School Assistant's Certificate, Type A, as approved by the Minister of Education, 1963," is a reprint of the 1961 pamphlet, with some changes.

Two copies have been sent to the principal of each secondary school and to the principal of each inspected private school. Since Circular 649 will not be reprinted each year, it will not be distributed to teachers, but will be available in the offices of school principals and university registrars.

Teachers who are interested in upgrading their academic standing to the requirements for admission to Type A courses should ask the principal for an opportunity to read the pamphlet, especially the portions thereof which pertain to their subjects.

Students now in university and teachers who have begun to upgrade their standing may qualify under Circular 649, dated 1961, or Circular 649, dated 1963. Teachers who wish to become Heads of Departments of Science may qualify under Section 27, 28, 29, or 30.

C. W. Booth

C. W. Booth
Deputy Minister of Education.

TORONTO, March 8, 1963.

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ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Secondary School Principals
Principals of Inspected Private Schools

Re the Writing of Answers to Questions on the Grade 13 Departmental Examination Papers

Principals are asked to have the contents of this memorandum brought to the attention of all Grade 13 teachers and all Grade 13 candidates.

A student who is attempting to prove that he is entitled to a Secondary School Honour Graduation Diploma or that he is worthy of admission to a university or other institution of higher learning should realize that he will be judged, in part at least, by the appearance and general style of his answer papers on the Grade 13 Departmental examinations. It is surely not too much to expect that these papers be legible, neat, and well organized, giving some evidence of maturity in form as well as content.

A legitimate part of the preparation for the writing of examinations which teachers should give their pupils consists in training them to observe the following rules.

1. Read carefully the whole of a question before the answer to any part is attempted, with due attention to the significance of key words which direct the student's effort as regards the length or the nature of the answer. Such words as briefly or concisely, or such directions as describe, compare, contrast, discuss, show how, explain the difference, illustrate, account for, criticize, include, exclude are used deliberately and should be heeded. In this general connection, the pupil should be trained also in the budgeting of available time so that an undue amount is not spent on any one question.

2. Number clearly the answers to questions and parts of questions, with special attention to any choice of options. Where a student has attempted more than one option or has submitted more than one answer to a question and has not struck out either one, only the first attempt is marked.

3. (a) Double-space the answers in the language papers and avoid undue crowding on all papers.

   (b) Do rough work on the blank or left-hand page adjacent to the final answer, not in a separate examination book.

   (c) Do not tear out or insert pages in the examination book.

(over)

4. (a) Write legibly. Too often the handwriting of a candidate is so poor that it obscures the meaning and results in loss of marks. Pencils are not to be used. Ballpoint pens are permissible, but sometimes produce sloppy work. Only blue ink is to be used.

   (b) Give careful attention to correct spelling. It is not unusual to find candidates misspelling words which occur on the question paper itself.

   (c) Make accents in language papers distinct and unambiguous.

5. The following specific suggestions regarding the papers in English will be of interest to teachers of other subjects as well.

   (a) In the organization of answers to questions involving comparison and contrast, pupils should be instructed to deal with one point of comparison or contrast at a time. Many students make the mistake of dealing with all points on one selection before making any reference to the second and thus fail to make the specific comparisons required.

   (b) For the correct organization of essay-type answers in English literature, see suggestions on pages 2 and 3 of Circular S.4C. for 1962.

   (c) Students should be instructed to read and analyze English Literature questions carefully, underline key words, and answer precisely what the question requires. A great deal of practice in the analysis of questions and the organization of written answers is needed.

   (d) In the definition of words students require specific instruction and practice in correct form; e.g., an adjective must be defined by the use of an adjective phrase, or another adjective.

   (e) Circular S.4C calls attention to the serious penalties in Englis Composition resulting from irrelevancy and plagiarism.

6. There are penalties provided for violation of the regulations laid down for the conduct of the Grade 13 Departmental examinations. It is the responsibility of all principals to see that candidates are made thoroughly familiar with these regulations (Regulation for Grade 13 Departmental Examinations, printed in Exam. Instructions No. 5) before they enter the examination room.

7. Proper training in the observance of the above standards in written work is of distinct benefit to every student. It should not, however, be postponed to the final year of the secondary school course and certainly not to the final few days of that year.

C. W. Booth

Deputy Minister

TORONTO, February 6, 1963

MAR 5 1963

1962-63:39
4500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE 1. Summer School for Secondary School Pupils
2. Ontario Forest Ranger School
3. Principal's Report on University Applicants
4. Supply of Teachers of Commercial Subjects and girls' Physical Education
5. Admission of pupils to the Occupational Programme

1. Summer School for Secondary School Pupils

At the request of the Department of Education, the Ontario College of Education will operate again this year, through the staff of the University of Toronto Schools, a summer school for secondary school pupils of Grades 9, 10, 11, and 12 who have failed in not more than two subjects, for the period July 8 to August 16, inclusive. Each week will consist of six 35-minute periods daily, five days per week, beginning at 9.00 a.m. and ending at 12.30 noon. Three Toronto secondary schools will be used for this purpose. This summer school is provided by the Department of Education to obtain students for practice teaching for the teachers-in-training at the summer session of the Ontario College of Education. Pupils will be required to study not only the subject or two in which they have failed, but one or two other subjects in which they have passed with low marks. Recommendation of a pupil for admission to summer school is solely at the discretion of his principal.

In 1963, since the Board of Education of the City of Toronto will be operating its own summer school, a few places will be available in the Department of Education summer school for pupils from districts where no summer school has been established. Principals who wish to recommend applicants for courses at the Ontario College of Education summer school may write for information and application forms to W. B. MacMurray, Headmaster, University of Toronto Schools, 371 Bloor Street West, Toronto, who will be Principal of the Department's summer course.

2. Ontario Forest Ranger School

The Ontario Forest Ranger School at Dorset conducts a diploma course in one calendar year. The diploma course is a general course for selected applicants with secondary school education (Grade 10 to Grade 13) who are interested in a career in forestry, fish, and wildlife and other allied occupations but who do not wish to go on to university.

Those who successfully complete the course are qualified for positions of responsibility between those of the average woodsman and the professional forester and biologist. Graduates of the School are employed by government and industry as cruisers, scalers, woods foremen, cut inspectors, photo technicians, forest rangers, conservation officers, wildlife managers and

(Over)

technicians, fisheries managers and technicians, research assistants, land assessors, survey assistants, parks officers, and forest protection officers.

Students who are interested in obtaining further information are invited to consult their principal or guidance teacher or write direct to the Ranger School at Dorset.

3. Principal's Report on University Applicants

Exam. Form 400, entitled "Principal's Report", is a confidential document to be used by the principal in reporting to the university registrar on Grade 13 pupils. Section 2 of this Report, entitled "Grade 12 Departmental Tests" asks for the percentile ranking of pupils on tests administered in Grade 12 diploma subjects. Principals are advised to complete this section only when they believe that the percentile ratings on pupils' work give a true picture of the aptitude or achievement of the pupils.

4. Supply of teachers of Commercial subjects and girls' Physical Education

It is probable that boards will not fill all vacant positions advertised in March for teachers of Commercial subjects and girls' Physical Education with teachers who are fully qualified or who are eligible to attend the Initial Summer Course.

Circular 623, in Sections 6 and 7, makes provision for special summer courses to be offered for the first time in 1963 to train prospective teachers for instruction in these subjects. Principals and boards who have not had adequate response to advertisements in March are urged to use the school records of the past ten years to find out the graduates of Grade 13 who are available and can meet the requirements for admission to the special courses. The class lists in Special Commercial and the roll of those who attended the Ontario Athletic Leadership Camp may reveal names of persons willing to prepare for secondary school teaching in these subjects.

Although the Department is advertising these Commercial courses in newspapers with provincial distribution, without the help of the principals in circulating this information to suitable persons in their communities, some competent potential teachers may be overlooked.

5. Admission of pupils to the Occupational Programme

Circular H.S. 1, 1963-64, will be printed and issued to the schools in April. Principals may be assured that no major changes will be made which will affect the employment of teachers for 1963-64.

However, in order to avoid misunderstanding in the classification of pupils in the Occupational Programme, paragraph 1 of page 34 in Circular H.S. 1 1962-63 will be reprinted in the issue for 1963-64 and the first sentence of paragraph 2 will be revised to read as follows:

> "Recommended pupils from senior auxiliary classes should also be admitted if, in the opinion of the secondary school principal, (1) there is sufficient space available and (2) they can profit from the instruction offered."

S. D. Rendall
Superintendent of Secondary Education.

TORONTO, February 25, 1963.

MAR 14 1963

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ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re Amendments to Circular 612, Memorandum re Teaching Certificates valid in the Secondary Schools, dated January 19, 1960

The following amendments have been made to the Regulations upon which the above-mentioned memorandum is based. It is suggested that a copy of this memorandum, 1962-63:40, be attached to each copy of Circular 612.

1. Changes to be made on page 1 of Circular 612

To the list of Interim teaching certificates in Item 1, add

Interim Specialist Accountancy Certificate,
Interim Specialist Secretarial Certificate,
Interim Secondary School Principal's Certificate.
(authorized by Ontario Regulation 143/62)

2. Changes to be made on page 2 of Circular 612

On page 2, under the heading for the High School Specialist's Certificate, delete Item 20, and substitute the following:

(20) Agriculture, two years of teaching Agriculture or Agricultural Science, including at least one year of,

(a) Agriculture in Grade 9, 10, 11 or 12 or Agricultural Science in Grade 11 or 12, with practical activities satisfactory to the inspector concerned; or

(b) Science in Grade 11 or 12.

(21) French Language and Literature, two years of teaching French or French for French-speaking pupils, including at least one year in Grade 11, 12 or 13.

(22) French and Russian, two years of teaching French in grade 9, 10, 11, 12 or 13 or Russian in grade 11, 12 or 13, during which French is taught in Grade 11, 12 or 13 for at least one year.
(authorized by Ontario Regulation 140/62)

(over)

3. Changes to be made on page 3 of Circular 612
for the Permanent Vocational Certificate

...... evidence of at least two years of successful teaching experience in a day vocational school or composite school or with the permission of the Minister in industrial arts classes of a high school or collegiate institute or in shop work and drafting of the limited technical course in a high school or collegiate institute.

(authorized by Ontario Regulation 140/62)

for the Permanent Specialist Accountancy Certificate

...... two years of successful teaching experience in commercial work, subsequent to the date of the Interim certificate, including at least one year in any two of Typewriting, Shorthand, Office Practice, Bookkeeping, Penmanship, Business Law, Commercial Arithmetic, Economics, and at least one year in Grade 11 or 12 in any one of Typewriting and Office Practice, Bookkeeping, or Economics, certified by the inspector concerned.

(authorized by Ontario Regulation 143/62)

for the Permanent Specialist Secretarial Certificate

...... two years of successful teaching experience in commercial work subsequent to the date of the interim certificate, including at least one year in any two of Shorthand, Typewriting, Office Practice, Bookkeeping, Penmanship, Business Law, Commercial Arithmetic, Economics, and at least one year in Grade 11 or 12 in any one of Shorthand, Typewriting and Office Practice, or Economics, certified by the inspector concerned.

(authorized by Ontario Regulation 143/62)

C. W. Booth

Deputy Minister

TORONTO, March 1, 1963

MAR 14 1963

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DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re "Endorsement" of High School Assistant's Certificates

1. Ontario Regulation 42/63 amended section 67 of the Regulation for Interim Teaching Certificates so that it now reads as follows.

   67. Where the Dean of the Ontario College of Education and the Superintendent of Secondary Education,

   (a) report to the Deputy Minister on behalf of the holder of an Interim High School Assistant's Certificate, Type B or a Permanent High School Assistant's Certificate that he,

      (i) has completed successfully university courses approved by the Minister to a total of fifteen credits in one of the secondary school subjects or to a total of twenty-four credits in two subjects beyond that required for admission to the course leading to his certificate, and

      (ii) has taught successfully for one year in a secondary school in the subject or subjects of his concentration, subsequent to the date of his Interim High School Assistant's Certificate, Type B; and

   (b) recommend that the holder's certificate be marked "Endorsed for ...." in the subject or subjects concerned,

   the Minister shall endorse his certificate as recommended.

2. The Principal is asked to bring this change to the attention of the teachers of his staff, and to place a copy of this memorandum in the pamphlet "Regulation for Interim Teaching Certificates" which was distributed recently.

C. W. Booth
Deputy Minister

TORONTO, March 1, 1963

NOTE-Principals will have noticed that two memoranda bearing the number 1962-63:36 have been issued.

MAR 5 1963

1962-63:42
5500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO - Principals of Secondary Schools
Principals of Inspected Private Schools

Re Form 900 - Critic-Teaching Report
Form 901 - Application for Admission to the Completing 7-week Summer Course at the Ontario College of Education

This Memorandum applies only to those principals who have staff members who attended the special 8-week initial summer course at the Ontario College of Education in 1962.

1. Copies of Form 900, Critic-Teaching Report, were sent to the principals concerned in October, 1962.
2. On or about March 15, 1963, copies of Form 901, with the name of the teacher entered in each case, will be sent to the principals concerned.
3. Principals are reminded that Form 901, with Form 900 attached, is to be returned to the Registrar not later than April 4, 1963.
4. In order that Departmental records may be complete, the copy of Form 901 is to be returned, with an explanatory note if necessary, for each teacher concerned, even if he has left your school and/or the profession during the year.

C A Brown

Registrar.

TORONTO, March 11, 1963

MAR 4 1963

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DEPARTMENT OF EDUCATION

Memorandum to PRINCIPALS OF SECONDARY SCHOOLS AND INSPECTED PRIVATE SCHOOLS
SECRETARIES OF SECONDARY SCHOOL BOARDS
PROSPECTIVE STUDENTS OF SPECIAL SUMMER COURSES LEADING TO BASIC TEACHING CERTIFICATES VALID IN THE SECONDARY SCHOOLS

Re Employment of Teachers Without Basic Secondary School Teaching Certificates

(To be read in conjunction with Circular 623)

1. Positions for secondary school teachers may be advertised on or after *February 27, 1963*. Each advertisement shall indicate the salary schedule and the subjects and grades to be assigned to the teacher. If this has been done with at least three insertions in a newspaper having a provincial circulation, further advertising by the board for that position will not be required by the Department provided that at least one application has been received from a qualified teacher mentioned in the preferred list in 3 (a) below or from a person eligible and willing to take, in 1963, the first summer course leading to a secondary school teaching certificate.

2. Applicants should apply by letter or telegraph. They are required to keep a record of the date of despatch of applications, and secretaries are required to date all applications as they are received.

3. (a) Contracts between boards and (1) teachers holding basic secondary school teaching certificates (e. g., Interim High School Assistant's Certificate and Interim Vocational Certificate), (2) student-teachers in the regular winter session at the Ontario College of Education, or (3) persons who will *complete* their professional training for a basic secondary school teaching certificate by September, 1963, may be made on or after *March 2.*

   (b) Contracts between boards and persons who will not hold basic certificates by September, 1963, but who are eligible and willing, on the basis of written assurance to the board concerned, to attend a professional summer course leading to a basic secondary school teaching certificate shall not be made before *March 23*, but may be made tentatively on or after that date if the advertisement complies with section 1 above and if *no application has been received from a person who could qualify for a contract under section 3 (a) above.* A contract under section 3 (b) is not valid until the board has received a Letter of Permission from the Department to engage the prospective teacher. A verbal acceptance by board and applicant is binding pending the receipt of the signed contract. Positions of teachers who have completed the first summer course in any required sequence of summer course training for secondary school teachers and are proceeding successfully at every opportunity towards full qualification need not be advertised. However, new Letters of Permission must be requested on their behalf if they will not hold basic certificates by September, 1963.

4. Letters of Permission may be issued after *March 23* to boards on behalf of prospective teachers, under the conditions of section 3 (b) above, who are beginning or continuing training towards basic certificates. Occasionally, teachers who hold proper basic teaching certificates are asked to teach subjects for which they do not hold the special certificates required or general subjects beyond the limit that may be specified in their basic vocational certificates. When this occurs, the boards must indicate that positions in these subjects have been advertised

and must obtain Letters of Permission for the teachers who are otherwise qualified if there is no satisfactory response to the advertisements. Acting principals and vice-principals who have not been accepted for the Principals' Course in 1963 and acting heads of departments must also be covered by Letters of Permission.

5. *Instructions re engagement of persons eligible to attend a first summer course leading to a basic secondary school teaching certificate:*

   (a) The board advertises on or after February 27.

   (b) A tentative contract is made on or after March 23 and *Form 700* (the request for a Letter of Permission) and the *Statement of Applicant*, completed and signed by the applicant, are sent by the Secretary of the Board to the Department. In his Statement the applicant must certify that he has sent his Preliminary Medical Report (Card Form 640A), properly completed, direct to the Secretary of the Teacher Education Medical Board, 40 Eglinton Avenue East, Toronto. An applicant for a course leading to a vocational certificate must indicate also that Professor Phillips or Professor Seggie, as the case may be, of the Ontario College of Education, has approved his qualifications and experience as sufficient for admission before a Letter of Permission will be issued.

   (c) The Department issues a Letter of Permission to the board and a copy is sent to the Ontario College of Education.

   (d) The board and the applicant sign a firm contract.

   (e) The applicant applies *immediately* to the Registrar, Ontario College of Education, 371 Bloor Street West, Toronto, for admission to the course *enclosing his copy of the contract.* If the application is completed satisfactorily, a Letter of Acceptance is sent to him from the Ontario College of Education. If he is not accepted, or is admitted and does not attend, the Letter of Permission is cancelled. The closing date for applications is June 1.

   (f) Upon successful completion of the first summer course, the teacher-in-training receives a Temporary Secondary School Certificate. If he attends but does not complete the course successfully, the Letter of Permission issued for his admission to the first summer course may be considered valid for the designated school year provided that the board wishes to retain his services.

   (g) In the case of an applicant under contract to teach in an Ontario private school, evidence must be submitted that he will teach at least one subject (other than Physical Education) in Grade 11 or Grade 12, that the school is eligible to apply to the Department of Education for inspection in these grades in 1963-64, and that an application for inspection will be made. It should be noted that the conditions of advertising mentioned in this memorandum do not apply to private schools and that Letters of Permission are not issued on behalf of prospective teachers for these schools.

6. *Instructions re engagement of persons without any professional qualification:*

   (a) If a position has not been filled under the conditions of section 3 (a) or (b) above and the board furnishes evidence that it has advertised the position (at least three insertions) after *April 1* without receiving an application from a properly certificated teacher or one eligible and willing to attend a first summer course of secondary school teacher-training, a Letter of Permission may be issued after *April 15* if requested on behalf of a suitable applicant provided that the request is made within 3 weeks of the acceptance of the application by the board.

   (b) A request for a Letter of Permission after June 1 must indicate that the position has been recently advertised.

   (c) Where the position was held in 1962-63 by an unqualified person who cannot qualify by September, 1963, the *board must provide evidence* that the position was advertised also early in March.

   (d) Boards should be informed that not more than three Letters of Permission for uncertificated teachers, no matter how competent they may be, will be issued unless steady progress is being made towards certification. When a second or third request is made on behalf of an unqualified person, clear evidence of recent progress and future intentions should be included with Form 700.

   (e) If boards receive no response to advertisements for commercial positions from fully qualified teachers precedence must be given to applicants in section 7 below in the order of 7 (a), if they choose the commercial option, 7 (d), and 7 (e).

(f) If a school is unable to obtain the services of at least one teacher who is fully qualified in commercial subjects and holds a High School Assistant's Certificate, it must not introduce Grade 10 of the Business and Commerce Branch.

7. *Information for prospective teachers who anticipate summer course training in 1963.*

This memorandum refers especially to persons commencing professional training as secondary school teachers in the following courses:

(a) Initial Course, the first session of a two-summer sequence for applicants holding acceptable degrees and leading to the Interim High School Assistant's Certificate;

(b) Special Course for vocational teachers of Technical Subjects, a first course in a three-summer sequence leading to the Interim Vocational Certificate;

(c) Special Courses for vocational teachers of Diversified Trades in Occupational classes, the first courses in a two-year or three-year sequence similar to those offered for the first time in 1962, leading to the Interim Vocational Certificate (Ref: Memorandum 1961-62:39);

(d) Special Course for vocational teachers of Commercial Subjects (C2), a first course in a *two-summer* sequence similar to that offered for the first time in 1962, leading to the Interim Vocational Certificate;

(e) Special Course for vocational teachers of Commercial Subjects (C3), a first course in a *three-summer* sequence leading under certain conditions to the Interim Vocational Certificate;

(f) Special Course for female elementary-school teachers to prepare them for teaching Physical Education to girls in secondary schools in September 1963, a summer course leading under certain conditions to the Interim High School Assistant's Certificate.

Applicants for these courses will note the instructions in section 5, with the exception that subsections (f) and (g) of that section will not apply to prospective teachers of Physical Education for girls.

Boards and applicants are reminded that persons employed in provincial schools shall be Canadian citizens or British subjects, or shall have signed statements of intention to apply for Canadian citizenship.

Toronto, January 3, 1963.

C. W. Booth

Deputy Minister of Education

ONTARIO

STATEMENT OF APPLICANT

FOR ADMISSION TO FIRST SUMMER COURSE AT ONTARIO COLLEGE OF EDUCATION

(To be sent by the applicant, to the Secretary of the Board concerned, who is to attach it to Form 700)

This is to Certify

1. (a) that I hold a degree from..
(Name of University)
and that I will apply for admission in 1963 to the Initial Summer Course leading to an Interim High School Assistant's Certificate,

at..
Kingston, London, or Toronto

or

(b) that I hold a Permanent Elementary-School Teacher's (or First Class) Certificate, No. ...., and that I will apply for the Special Course for teachers of girls' Physical Education at Toronto.

or

(c) that I have..
(degree, diploma, or years of experience in business or trade)
already approved by Professor R. D. Phillips on Form 702 for technical or occupational trade course or by Professor A. P. Seggie in a letter for a commercial course and that I will apply for admission to the first summer course leading to a Vocational Certificate

in..subjects.
(Technical, Commercial, Occupational)

and

2. that I agree to attend the course if the..
(Secondary School Board)
obtains a Letter of Permission and engages me under contract, subject to the acceptance of my application for the course.

and

3. that I have sent my Preliminary Medical Report (Card Form 640A), properly completed, to the Secretary of the Teacher Education Medical Board, 40 Eglinton Avenue East, Toronto.

NOTE: If the applicant for the Initial Summer Course does not apply for admission to the summer course centre which corresponds with his residence (See Circular 623), he must indicate his reasons on this form.

....
Signature of Applicant

....
Address of Applicant

....
Name of Applicant (Printed)

Date.................................. 19..........

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DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re Grade 13 Departmental Examinations in Art, 1964

The Principal is asked to bring this memorandum to the attention of Grade 13 teachers and all Art teachers in the school.

1. Principals and teachers are reminded that provision has been made for a Grade 13 Departmental examination in Art in June, 1964.

2. Copies of Curriculum S.13, Art, Senior Division, were sent to the schools in June, 1962.

3. The teachers concerned will appreciate the fact that it was necessary to develop a course of study which will meet the rather rigid requirements of a uniform external examination. It is desirable, however, that in the practical work teachers feel encouraged to continue their sponsorship of experimental work not listed directly in the course of study. For that reason the items under practical work were stated in comparatively broad terms.

4. For the present the examination must of necessity emphasize the history and theory of art, but provision will be made for some practical work.

5. Grade 13 standing in Art will count as one paper toward the Secondary School Honour Graduation Diploma and will be counted similarly for admission to Teachers' College.

   It is assumed that after examination of the content of the Art course, each University will indicate the extent to which Grade 13 standing in this subject will be accepted for admission to various courses.

6. As a general guide for teachers a sample examination paper, prepared by the committee which outlined the course of study, is attached to this memorandum. It should be understood that the actual paper will not necessarily follow this pattern in detail.

Deputy Minister

TORONTO, March 11, 1963

DEPARTMENT OF EDUCATION, ONTARIO

SAMPLE PAPER ON THE GRADE 13 LEVEL

Based upon the 1963-64 Course of Study
and a two and one-half hour period of writing

ART

NOTE 1. Six questions constitute a full paper; one is to be answered from Section A, two from Section B, two from Section C, and one from Section D.

NOTE 2. The approximate time for answering each section is suggested at the beginning of the section.

SECTION A

(30 minutes)

Answer either Question 1 or Question 2

1. "Since the time of Tom Thompson and the Group of Seven, Canadian painting has become international rather than national." Discuss the validity of this statement, with reference to at least five painters and their work.

2. With reference to specific painters and works, discuss the importance of regionalism in Canada, United States, and Mexico.

SECTION B

(60 minutes)

Answer two questions from Section B

3. "The French Impressionists presented a more accurate picture of contemporary life than their successors." Discuss this statement.

4. "Modern sculptors are more interested in experimentation than humanity. Using specific references to sculptors and works, demonstrate whether this statement is accurate.

5. Suggest the chief importance of ten of the following in modern art: Wright, Rotterdam, Calder, Rousseau, Matisse, Fauves, Cubism, Dufy, Moorish Siren, Mondrian, Munch, Apparition of Face and Fruit Bowl on a Beach, Three Judges, Don Mills.

(over)

6. Answer either (a) or (b) if Question 6 is chosen.

   (a) Compare Constable, Turner, and Whistler as landscape artists. Make reference to specific works, and illustrate your answer with sketches on a blank page of your examination book.

   (b) Compare Ingres, Delacroix and Millet in their use of the human figure. Make reference to specific works, and illustrate your answer with sketches on a blank page of your examination book.

SECTION C

(30 minutes)

Answer two questions from Section C

7. Outline clearly how you would compose one of the following:

   (a) a still life group in oils;
   (b) a silk screen poster;
   (c) a soldered piece of metal or copper enamelled jewellery;
   (d) a glazed ceramic form (coil, slab, or thrown);
   (e) a linoleum print in more than one colour.

8. Define five of the following:

   rhythm, balance, variety, texture, expressive masses, complementary colour, hollow volume.

   Illustrate where possible, on a blank page of your examination book.

9. (a) On a blank page of your examination book, draw a non-objective design.

   (b) Write a paragraph explaining how the drawing in your answer to (a) illustrates at least three elements or principles of design.

SECTION D

(30 minutes)

Answer one of (a), (b), (c), in Section D

10. On a blank page of your examination book, carefully illustrate one of the following.

(see page 3)

(a) a still life group including a bottle, a jug, and a plate

(b) a dramatic scene from Macbeth or Hamlet or King Lear

(c) a sailor or a nun or a gardener or other figure or group of figures in a suitable setting

Marks

A - 1 x 20 = 20
B - 2 x 20 = 40
C - 2 x 10 = 20
D - 1 x 20 = 20

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ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Elementary School Inspectors
Principals of Secondary Schools
Secretaries of Secondary Schools

Re Change in the Probationary Teacher's Contract

Attention of officials and teachers is drawn to the fact that Ontario Regulation 30/63 authorized the addition of Paragraph VIII to the Probationary Teacher's Contract. The new paragraph reads as follows.

> VIII. Where this Agreement is not terminated under paragraph VI at the conclusion of the probationary period in paragraph I, the teacher is deemed to be employed as a permanent teacher by the Board.

Copies of the amended Contract form, which have just been received from the printers, are being sent out in response to recent requests.

C. W. Booth

Deputy Minister

TORONTO, March 11, 1963

APR 10 1963

1962-63:46
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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE 1. Course for Teachers of Automotive Mechanics
2. Ontario Hydro Biography Series
3. Requests from Commercial Executives to Address School Classes

1. Course for Teachers of Automotive Mechanics

The attention of all teachers of Automotive Mechanics is drawn to the fact that the General Motors Corporation is planning to offer a summer course at Oshawa consisting of approximately 160 hours of advanced theory and practice in the various aspects of automotive construction and operation during the month of July. This does not lead to a Department of Education certificate. Interested teachers may obtain full details by writing to Mr. E. R. Hamilton, Technical Director, John F. Ross Collegiate Vocational Institute, Guelph.

2. Ontario Hydro Biography Series
(Refer: Memo 1962-63:1, Section 5)

A special presentation of Hydro's Biography series during April will present the life of Queen Elizabeth II. Biography is seen over 13 independent television stations in Ontario, and Her Majesty's story will be telecast over all of them between April 9 and April 16.

3. Requests from Commercial Executives to Address School Classes

The Department of Education is somewhat concerned regarding certain requests which are being made to principals of secondary schools by commercial organizations for the opportunity to have their speakers or panelists address students in classes or assemblies on topics which can be covered adequately by the regular classroom teachers. If principals wish to accede to such requests, they are advised to seek the approval of their school boards.

This comment is not intended to discourage any principal from inviting a speaker who is a specialist in his field on such occasions as assemblies or career days nor to prevent a board from employing a suitable person for a limited period as an instructor of occupational classes.

C. W. Booth

C. W. Booth
Deputy Minister of Education.

TORONTO, March 27, 1963.

APR 10 1963

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ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re the Grade 12 Departmental Examination
in Chemistry, 1963

1. The Grade 12 Departmental Examination in Chemistry for 1963 is to be written by all pupils of the General Course in a secondary school or an inspected private school, who
   (a) have been in regular attendance in Grade 11 or 12 of the day classes of the school in Chemistry during the school year 1962-63; and
   (b) wish to obtain Grade 12 standing in the Chemistry part of the Science option at the end of the school year 1962-63.

2. The examination will be a two-hour paper, consisting mainly of essay-type questions, and will reasonably cover the full Grade 12 course.

   It is to be written on Wednesday, June 5, 1963 during the period between 1.30 p.m. and 3.30 p.m.

3. The answer papers are to be marked by the teachers of Grades 11 and 12 who are concerned, under the direction of the principal and in accordance with the marking scheme provided by the Department. Collaboration between chemistry teachers in neighbouring schools may be encouraged.

4. On or before Friday, May 31, each Grade 11 or 12 teacher of Chemistry is to submit to the principal, for each of the pupils concerned, a confidential (term) mark which in the teacher's opinion indicates the pupil's proficiency upon the basis of his year's work.

5. (a) The final mark in Chemistry is to be the average of (i) the confidential (term) mark mentioned in section 4 above, and (ii) the mark obtained on the Grade 12 Departmental Examination, each on the basis of 100 marks.
   (b) The assigned mark to be entered for Science on Exam. Form 360A is to be the average of (i) the final mark in Physics, and (ii) the final mark in Chemistry.

Note: The principal is reminded that despite the information given in (a) and (b) above, he has the authority and must accept final responsibility for decisions regarding Grade 12 graduation. Further reference to this will be made in a later memorandum.

(over)

6. Subject to section 7, the answer papers are to be retained by the principal until the next inspection of the school has been completed.

7. The Registrar may require that certain answer papers of each school be sent to the Department after they have been marked.

8. The Minister may arrange to have the marking of a number of the papers checked at the Department and, where in his opinion such action is necessary, may have comments sent to the principal for his guidance in the marking of future papers.

9. In the near future, two additional memoranda will be issued, one dealing with the conduct of the Grade 12 Departmental Examination in Chemistry, and the other with the submission of the Summary Sheet for the Grade 12 Departmental Tests.

10. Comments and suggestions regarding the nature and the conduct of the Grade 12 Departmental Examination in Chemistry will be welcomed, preferably as early as possible after July 1, 1963.

11. For pupils who have taken the work in Chemistry at evening classes, the principal is asked to make examination arrangements similar to those of former years.

    For private-study students, the principal, if he wishes, may use the Grade 12 Departmental Examination in Chemistry but only on the afternoon of June 5.

    For pupils or classes who have a conflict on June 5 between Grade 13 German and Grade 12 Chemistry, the teacher's confidential (term) mark may be used in lieu of the Grade 12 Departmental Examination mark. If the principal considers it necessary or desirable, an examination in Chemistry set by the teacher may be written at another time.

C. W. Booth

Deputy Minister

TORONTO, April 4, 1963

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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE Auxiliary Education Summer School Course, Secondary School Option (No. 102)

I am pleased to be able to advise you that the policy approved by the Minister for 1962 has been extended to 1963.

(a) When an applicant

- (i) holds an Intermediate Certificate in Auxiliary Education, and
- (ii) has a contract for teaching a Diversified Occupations Class, and
- (iii) wishes to take Option 102 (Auxiliary Work in Secondary Schools) and the Specialist course concurrently

the Principal of the 1963 Summer Course only is authorized to arrange a programme whereby the student will take the Specialist programme, substituting Option 102 for Remedial Class and Special Period.

(b) A teacher who

- (i) holds a Specialist's Certificate in Auxiliary Education or
- (ii) holds a Supervisor's Certificate in Auxiliary Education or
- (iii) has completed the summer school attendance requirement for the Specialist Certificate in Auxiliary Education

shall be allowed to enrol at Summer School and upon successful completion of Option 102 to have this option added to this certificate.

It is understood that all teachers concerned will pay the regular summer course fee of $25. I wish to suggest that any teacher who wishes to qualify under either of the provisions above, attach a statement of particulars, and any evidence required to the Application Form for Summer Courses.

C. W. Booth

C. W. Booth
Deputy Minister of Education.

TORONTO, April 10, 1963.

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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE Information for Counsellors on careers with the
Ontario Provincial Police

Mr. Eric H. Silk, Q.C., Commissioner of the Ontario Provincial Police has approached the Department of Education about his mailing to counsellors in Ontario Secondary Schools a letter outlining opportunities with the O.P.P. We believe that the information provided in this letter should be useful to counsellors and thus we were pleased to give Departmental approval to the proposed mailing.

C. W. Booth

C. W. Booth
Deputy Minister of Education.

TORONTO, April 23, 1963.

MAY 9 1963

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ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re Certain Grade 13 Departmental Examinations, 1963

The Principal is asked to bring this memorandum to the attention of the Grade 13 teachers concerned.

1. The Translation of English Direct Discourse into Indirect Discourse on the Latin Composition Paper

Enquiries received recently from teachers indicate that a source outside the Department may have given misleading information regarding the requirements of the Grade 13 Latin Composition paper in 1963.

Accordingly it seems advisable to remind teachers that candidates will be expected to be able to translate English direct discourse into indirect discourse in Latin, as outlined in Curriculum I. and S.11, Courses of Study in Latin and Greek, Grades 9 - 13.

2. The Use of Calculus on Grade 13 Papers

From time to time the question is asked whether solutions by the use of the calculus are acceptable on the Grade 13 Departmental examination papers. Such a solution is acceptable at face value on the Problems paper. It is not given full credit on the other mathematics papers since the primary objective in them is to test the candidate's mastery of the standard procedures.

3. The Secretarial Practice Examination

This examination may be written only at certain secondary schools having large commercial departments. The advance instructions in part are as follows: "since a part of the examination will be dictated, it is essential that the presiding officer be an experienced teacher of senior secretarial work, but not the teacher who taught the candidates".

Principals receiving applications to write this paper should refer the candidates to the Registrar, Department of Education, Parliament Buildings, Toronto, if qualified teachers and suitable office equipment are not available at the school.

C. W. Booth

Deputy Minister

TORONTO, May 2, 1963.

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ONTARIO

DEPARTMENT OF EDUCATION

Memorandum

Re the Study of Grade 13 Examination Procedures

The Minister of Education announces that an intensive study of the marking procedures for the Grade 13 Departmental Examinations is in progress. The Departmental Committee on Grade 13 Examinations, which has been active during the past five years, has been asked to continue its work. The Registrar of the Department has been released from most of his regular duties in order that he may give almost his full time to the study.

Under the revised agreement made in 1919 between the Department of Education and the Universities, the Grade 13 examinations are the responsibility of the University Matriculation Board, which comprises the Heads of the Universities and several senior officials of the Department of Education. The Board concerns itself mainly with matters of policy; the Department administers the examinations and pays all costs. On the various examination committees which review and revise the first drafts of the examination papers there is equal representation from the Department and the Universities. Most of the Examiners-in-Chief who set the question papers are from the Universities; practically all of the markers are teachers from the secondary schools and the inspected private schools, with a few from the Universities.

During the past five years both the University Matriculation Board and the Department of Education have had committees studying the examinations, particularly with a view to earlier release of the results. Considerable progress has been made, as evidenced by the fact that while the number of papers to be marked has more than doubled since 1953, the results have been released at approximately the same time as formerly.

The refinements in marking procedures already made, with the concurrence of the University Matriculation Board and the co-operation of the markers, serve as a solid background for the more drastic changes which are obviously necessary if undue delay in the release of examination results of increasing numbers of candidates is to be avoided.

Any change in the nature of the examination and any major change in marking procedures will require the approval of both the University Matriculation Board and the Department of Education, and must also be acceptable to the schools and to the general public.

In the meantime, because the administration of the marking is the responsibility of the Department of Education, and because any proposed change must be checked carefully by the officials who are responsible, to discover whether it is administratively possible, the study is being directed from within the Department.

(over)

It is proposed to issue, for the information of all who may be interested, a series of Study Papers which will indicate the areas being examined and the problems involved.

It is hoped that organizations and individuals will give the committee the benefit of their opinion and advice by commenting as promptly as possible upon various topics suggested in the Study Papers or upon the whole question of examination procedures. For convenience in the Department it is requested that comments be addressed to the Registrar, Department of Education, Parliament Buildings, Toronto, Ontario, in an envelope marked "Grade 13 Study".

The Minister wishes to emphasize that the study procedure outlined above does not necessarily preclude more formal committee action at a later date. For the present, it is considered advisable that preliminary studies by Departmental officials be made as a basis for consideration by interested groups and finally by the University Matriculation Board.

F. S. Rivers

Chief Director of Education

TORONTO, May 6, 1963

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ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re Standards of Promotion and Recommendation
for Diplomas at the End of Grade 12

The Principal has the authority and must accept final responsibility for the decisions when he recommends, or fails to recommend pupils for the Secondary School Graduation Diploma. He should, however, protect himself by seeking the participation and concurrence in such decisions of representatives of the teaching staff, who might act with him as a Revising Board and by setting up as fair and as uniform a procedure as possible for handling all borderline cases. Certain suggestions may be in order.

(a) Every endeavour must be made to maintain a reasonable standard, neither too high nor too low, in Grade 11 and 12 tests and examinations. To this end, attention should be paid to the following:

(i) A comparison of recent Grade 12 percentages of passes, with attention to the credit and honour categories in the various subjects, with the Departmental results of the corresponding groups in Grade 13.

(ii) The "over-and-under" records of the teachers concerned, based on the relationship of confidential marks in Grade 13 to the actual marks obtained on Grade 13 Departmental examinations.

(iii) Any information which can be obtained from a study of Grade 12 Departmental Tests in aptitude or achievement where these have been administered.

(iv) A reasonable combination of term work, including assignments, exercises, and oral or written tests, along with the results of term examinations in arriving at a mark for the year in each subject. Some schools use a weighting system such as 1:2:3 or 2:3:5 for the fall term, the winter term, and the June marks, respectively. The Grade 12 Departmental examination mark in Chemistry in 1963 will be averaged with the confidential mark for the year. (See Circular 1962-63:47.)

(over)

(b) Certain basic principles should govern the procedure to be followed by Promotion and Recommendation Committees:

(i) A mark of 49 should be changed to 50 and one of 48 should be avoided if at all possible.

(ii) Some consideration, on a suitably graded basis, should be given to over-all excellence as compensating for deficiencies in particular subjects. Appropriate limits must, of course, be set so that pupils do not undertake Grade 13 work in subjects in which they are very weak.

(iii) Possibly some allowance should be made in the case of a failure (by a limited number of marks) where the pupil has compensatory marks in a closely-related paper, such as Algebra and Geometry; Physics and Chemistry. If a candidate fails by a few marks in a paper of this kind, consideration might be given if the number of marks above 50 in the better paper is at least double the deficiency in the paper on which he has failed.

Superintendent of Secondary Education

TORONTO, May 10, 1963

MAY 9 1963

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ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re the Conduct of the Grade 12 Departmental Examination in Chemistry, 1963

(To be read in conjunction with Circular 1962-63:47)

1. On or about May 22, 1963, the required number of Grade 12 Chemistry papers will be sent by registered post to each principal concerned.

2. On or about June 4, 1963, copies of the marking scheme will be sent by registered post to each principal concerned. The inner envelope containing these copies is not to be opened until after the examination has been written.

3. The following instructions for Presiding Officers are adapted from the instructions for the Grade 13 Departmental Examinations.

   1. The principal of a secondary school or of an inspected private school shall be the presiding officer in his school and the members of his staff, other than those who have been teaching Chemistry in Grade 11 or 12 during the current school year, shall be assistant presiding officers.

   2. The chief presiding officer shall,

      (a) make satisfactory arrangements for the conduct of the examinations in his school;

      (b) accept, and be responsible for the safekeeping of the registered packet containing the question papers;

      (c) compare the number of question papers marked on the envelope with the number of expected candidates;

      (d) telegraph the Registrar if more question papers are required;

      (e) arrange for the opening of the question envelope in the presence of the candidates immediately before the commencement of the examination; and

(over)

(f) arrange for the board or the authorities of the private school, as the case may be, to provide the necessary supplies for the examination.

4. Part A of the paper is printed on the two sides of a sheet 8½ by 11 inches. Part B, the objective-type part, is printed on one side of a sheet 8½ by 11 inches. Both Part A and Part B are to be given to the candidates at the beginning of the examination period.

5. Each candidate is to write his name, the designation of his form or class, and the name of the school,

   (a) on the outside of each examination book; and

   (b) on the Part B sheet.

6. In accordance with the practice for the Grade 13 Departmental examinations, candidates will not be permitted to use stencils for the making of diagrams on this Grade 12 Departmental examination.

7. Amendment to section 6 of Circular 1962-63:47

This section is amended to read "Subject to section 7, the answer papers are to be retained by the principal until May 31, 1964".

8. The officials of the Department are keenly interested in this marking of a Departmental examination by the teachers in their own schools, and will appreciate comments regarding the marking scheme and marking procedures, preferably as early as possible after July 1, 1963.

C. W. Booth

Deputy Minister of Education

TORONTO, May 6, 1963

MAY 27 1963

1962-63:55
4500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE Submission of Pupils' Scores and Marks on Student Summary Sheet, 1963

About June 1 a Student Summary Sheet will be sent from the Department of Educational Research at the Ontario College of Education to each secondary school in duplicate. The blank columns which are applicable to the classes of the school are to be completed by July 6. The original is to be mailed by that date to the Superintendent, Secondary Education Branch, Parliament Buildings, Toronto. The carbon copy is to be retained in the school. The following comments are given to assist teachers and school officials in making the entries either in type or in ink.

1. The sex of the pupil is to be indicated. For most of the pupils who have been in the classes of the Carnegie Study this has already been shown on the Sheet.

2. The composite mark obtained by the pupil in the subject of English, used on Form 360A, will be entered as Teacher's Mark after the test equivalent percentage mark provided from the objective test in English (T.E.S.U. - Test in English Structure and Usage). No columns have been provided for "over's" or "under's" (the difference between test equivalent marks and those assigned by the teacher) in English since the objective test (T.E.S.U.) does not include all parts of the course. The score on the objective test will provide information to the teacher on the pupil's achievement in a part of the subject only.

3. For the test in French (A.T.F. - Achievement Test in French), or Français (E.C.F. - Epreuve de Connaissances en Français) the "over's" and "under's" are to be shown but no averages of these at the foot of the column will be required this year. From these tests the teachers may ascertain how their pupils and their classes compare with other classes in Ontario and whether their standard is high or low.

4. Principals and teachers will note that a slightly adjusted table showing the conversion of percentile ranks to school marks for the interpretation of the tests has been issued this year. The 15th percentile is equated to a pass mark of 50 in a subject. If a passing rate of 85% of the pupils in each subject on a provincial basis is considered to be acceptable it may result in the promotion of almost 80% of the pupils across the province. The Grade 12 Departmental Test results are to be considered in the discretion of the staff along with the pupils' term work and the results of the school examinations throughout the year.

In 1963-64 Grade 12 Departmental Tests will be continued with a Scholastic Aptitude Test (S.A.T.O.) in the fall term and an Achievement Test in Algebra (General Course) in May, 1964.

(Over)

5. Departmental Examinations are being provided for Grade 12 pupils of the General Course in Chemistry in 1963, and in two other papers, Geography Part II and Latin, in 1964. At the request of the Technical Section of the O.E.A. experimental uniform examinations will be set in the Technical (Shop Work) Subjects of Grade 12 in 1964. If this type of examination, marked by the teachers on the basis of a uniform marking scheme, is acceptable to the teachers and to the Department after a two-year trial, a suitable combination of objective-type tests and Departmental essay-type papers may be found which will serve to maintain reasonably uniform standards for the purposes of the Secondary School Graduation Diploma. Further information about the Grade 12 Departmental Tests and experimental examinations will be sent to the schools in the fall term.

In order to evaluate the effectiveness of the Chemistry paper in 1963 and the degree of uniformity in marking it across Ontario, each Principal will be asked before the end of August to submit to the Registrar a specified number of the marked Chemistry papers. Some of these will be reread by competent examiners in Chemistry. Therefore, for purposes of comparison, the Summary Sheet will require entries under Chemistry, as follows:

(a) the Term (Confidential) Mark supplied to the Principal on or before May 31;

(b) the Departmental Examination Mark assigned to the paper written in June;

(c) the Final (Chemistry) Mark for the year (average of (a) and (b) above);

(d) the Science mark used on Form 360A (the average of (c) above and the pupil's Physics mark in 1962).

6. In the cases of pupils who have had a conflict between Grade 12 Chemistry and Grade 13 German Composition and have written the German paper (Reference Memo 1962-63:33, Section 5), no entries will be made in the columns for Term Mark and Departmental Examination Mark for Chemistry. The Final Mark in Chemistry for the year will be entered on the basis of the year's work and the teacher's examination. An asterisk should be placed to the right of the Sheet for pupils so affected.

7. On the back of the Student Summary Sheet or in a separate letter accompanying Form 360A, Principals are invited to make any observations or comments which they consider pertinent to the tests or the examination for the benefit of the Grade 12 examination committees of this year and next. Especially is this desirable if the classes wrote under unusual conditions.

A. H. McKague

for S. D. Rendall
Superintendent of Secondary Education.

TORONTO, May 21, 1963.

1962-63:56
5500

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re: Driver Instruction in Secondary Schools

In a memorandum dated October 12, 1960, it was stated that the Department of Education and the Department of Transport support the establishment and operation of courses in driver instruction under the conditions which were set out in that memorandum.

There is evidence to substantiate the statement that this is a useful and workable programme. However, it is again emphasized that all courses in driver instruction must be held outside regular school hours and must not reduce, or interfere with, the time allotted to the regular subjects in the school curriculum. Furthermore, the organization and supervision of such courses must be under the control of the principal and subject to the approval of the local School Board.

It is essential that the establishment and operation of a programme in driver instruction be conducted in accordance with the standards set forth in the memorandum of October 12, 1960, if Boards are to be given assistance from the Department of Education and the Department of Transport.

Among the standards which have been established is the requirement that instructors must become certified as graduates of a recognized course for instructors in high school driver instruction, and all behind-the-wheel instructors must be licensed by the Department of Transport.

For the last few years the training of instructors for this work has been carried on by the Ontario Safety League with the approval of the Department of Education and the Department of Transport. A similar arrangement is planned for the present year in which the Ontario Safety League plans to give two courses, the first from July 1 to 13 inclusive, and the second from August 19 to 31 inclusive. Detailed information regarding these courses will be sent direct to the schools by the Ontario Safety League, 208 King Street West, Toronto 1, Ontario.

William G. Davis

William G. Davis
Minister of Education

TORONTO, May 15, 1963

MAY 22

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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO Principals of Secondary Schools
Directors of Education
Superintendents of Secondary Schools
Secretaries of Secondary School Boards

RE: Circular 14 - 1963 and Availability of Text-Books for Grades 9 to 13 for September, 1963

1. Reference is made to pages 7 and 8 of Circular 14 - 1963, which deals with "Availability of Text-Books for Grades 9 to 13".

2. Each principal of a secondary school is asked to prepare a list of text-books which students in his school will be required to secure for the school year 1963-64. Three complete sets of the lists should be forwarded to the Superintendent of Curriculum and Text-Books, Department of Education, Parliament Buildings, Toronto, by May 31, 1963.

3. Because it is essential that each student be able to secure the texts which his school requires, it is requested that the principal consult with local book suppliers where students are dependent on them, to ensure that they have all information possible to enable them to stock adequate quantities of the texts needed.

H. E. Elborn

Deputy Minister of Education.

Toronto, May 9, 1963.

MAY 22 1963

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ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO: DIRECTORS AND SUPERINTENDENTS
PRINCIPALS OF SECONDARY SCHOOLS

Two courses in Data Processing will be offered this summer by International Business Machines Company (IBM). These courses will be of particular interest to Commercial teachers.

Course I, one week in length, will be offered in Toronto, starting July 8. This is an introductory course for teachers who have no knowledge of Data Processing systems and their applications. The maximum enrolment will be 30.

If there is sufficient demand, Course I may also be offered in other cities such as Ottawa and Windsor.

Course II, of two weeks' duration, will be available to teachers who took the one-week preliminary course last year. This course will be offered in Toronto commencing July 8 and the enrolment will be restricted to 16. Emphasis will be placed on machine programming and operation, and will involve solving problems using equipment similar to that already installed in several secondary schools.

There are no tuition fees for Course I or Course II.

Teachers who wish to apply for either course should write immediately to Miss Ruth Gregory, Secondary School Inspector, 40 Eglinton Avenue East. Applications will not be considered after June 15.

Tentative applications will be received for courses in Ottawa and Windsor, but the decision to hold courses in these centres will depend upon securing a reasonable enrolment. Dates for these courses, if they materialize, will be announced later.

E J Davies

for S. D. Rendall,
Superintendent of Secondary Education.

Toronto, May 16, 1963.

JUN 6 1963

DEPARTMENT OF EDUCATIONAL
RESEARCH LIBRARY
ONTARIO COLLEGE OF EDUCATION
UNIVERSITY OF TORONTO

1962-63:59
5000

PLANNING SECONDARY SCHOOL LIBRARIES

IN

THE PROVINCE OF ONTARIO

SUGGESTED MINIMUM STANDARDS

Issued by Authority of the Minister of Education

1963

SCHOOL LIBRARY SERVICE FOR SECONDARY SCHOOLS

1. FOR THE STUDENT:

   (a) Well-balanced collection of books and other library materials;

   (b) Opportunity to use these materials freely;

   (c) Direction or instruction in the use of these materials;

   (d) Guidance in all phases of their reading:

   to give enjoyment and satisfaction;
   to develop appreciation and critical judgment;
   to expand their knowledge and interests;

   (e) Co-operation with the public library.

2. FOR THE TEACHER:

   (a) Co-operation in selection of library materials which may contribute to the teaching programme;

   (b) Co-ordination of library programme and teaching programme.

3. These services are contingent upon the following:

   (a) training and schedule of the teacher-librarian;

   (b) adequate budget, separate from other book budgets;

   (c) adequate accommodation, not used for teaching of academic subjects nor as a study hall;

   (d) informed administrators.

Personnel and training

1. The person in charge should have a High School Assistant's Certificate, and a degree in Library Science, or a certificate in School Librarianship.

2. Library Courses
    (a) The one-year post-graduate course in Library Science leading to the degree of B.L.S., given at the Library School of the University of Toronto, includes two options in School Librarianship.

    This course may also be taken in two sessions:
    (1) from the middle of September to the middle of January.
    (2) from the middle of January to the middle of May.

    (b) Three 6-week summer courses in School Librarianship, Intermediate, Parts I and II, and the Specialist Course, are offered for teachers who hold a High School Assistant's Certificate, and who have had satisfactory teaching experience in a secondary school in Ontario.

    These courses are offered at The Ontario College of Education to meet the greatest need, but all three courses are not necessarily offered every summer nor consecutively.

    Note: Part I is offered as a winter option for teachers-in-training at the Ontario College of Education, Toronto.

3. A teacher-librarian
    (a) should have definite periods assigned for library organization,
    (b) should have charge of scheduled library periods for Grade 9, and, if teaching duties are light, for Grade 10.

4. A full-time teacher-librarian
    (a) should have charge of scheduled library periods for Grades 9 and 10,
    (b) should arrange with teachers of senior classes for library periods for reading and research.

5. Schools with an enrolment of 1000 should employ a full-time teacher-librarian, professionally trained, with a B.L.S. degree, if possible.

6. Schools with an enrolment of 1200 and over should plan library periods for Grades 9 and 10 on alternate weeks.

7. Regular, paid clerical assistance should be provided for all school librarians, either by a secretary or a competent commercial student, to type records and bibliographies, and to process books, releasing the librarian for professional work.

SCHEDULE

This is a guide for planning the School Library Programme.

1. (a) This guide is based on a 40-period week, with at least 7 weekly periods for English in Grades 9 and 10.
   (b) The library should be free from teaching, and not used as a study hall.
   (c) The library should be open at 8:30 a.m.; at noon; after classes.
   (d) Paid clerical help should be provided regularly by a secretary, or a commercial student.
      (1) in the small school (500) for a minimum of 3 hours weekly,
      (2) in the larger school (800 or over) for a minimum of 6 hours weekly.

   Note: In some schools, the Library and the Guidance Department share the regular services of an office secretary.

2. TRAINED TEACHER-LIBRARIANS

Enrolment	Academic classes	Library periods	Library Work - Minimum	Budget
500	2 (English)	Grade 9 and 10-weekly Seniors-by arrangement	10 work periods	$2.50 per pupil
800	1	Grade 9-weekly Grade 10-alternate weeks Seniors-by arrangement	"	"
1000	Full-time librarian	Grade 9-weekly Grade 10-alternate weeks Seniors-by arrangement	"	"
1200	"	Grades 9 and 10-alternate weeks Seniors-by arrangement	"	"

3. TEACHERS WITH NO LIBRARY TRAINING

Enrolment	Academic classes	Library periods	Library Work-minimum	Budget
500	3 (English)	Grade 9-alternate weeks Grades 10, 11, 12-monthly, arranged with and accompanied by English teacher	10 periods	$2.00 per pupil
800	2	"	"	"

THE TRAINED SCHOOL LIBRARIAN - DUTIES AND RESPONSIBILITIES

A. BUILDING AND ORGANIZING THE LIBRARY COLLECTION

1. BOOK SELECTION - Evaluate from lists and reviews.
   - Consult teachers, public library, publishers.
   - Select carefully to balance collection and budget.
2. ORDERING - accurate detail, arranged for quick checking.
3. CHECKING - with order list and invoice (note price, discount, source, date).
4. ACCESSIONING - Assign identification number.
5. CLASSIFICATION - Place book in subject division where it will be most useful.
6. CATALOGUING - A card record of details needed by students and teachers.
   - Each book presents a different problem.
   - Prepare guide for stenographer who must type cards accurately. Librarian must check all work.
7. PREPARATION OF BOOK - Mark class number on spine of book, shellac; type card and book pocket; paste pocket; stamp.
8. FILING - Arrange cards alphabetically.
9. MAGAZINES - Check. Index articles related to curriculum and students' interests.
10. CLIPPINGS - Trim. Mount if for frequent use. Place in envelope or folder with correct subject heading.
11. PAMPHLETS - Classify. Make card record. Prepare for circulation.
12. PICTURES - Select. Trim. Mount. Assign subject heading. File.

Note: For complete procedure required for 1 book, section 2 to 8, the average time is 30 minutes.

B. WORK WITH PUPILS AND TEACHERS

1. READING GUIDANCE - Book talks, book lists, and personal suggestions. Many students need individual help.
2. LIBRARY INSTRUCTION - Simple instruction in regular library periods for Grades 9 and 10; for senior classes as needed.
3. REFERENCE - Information may be requested by teachers and students at any time, particularly before and after classes.
4. CONSULTATION - With teachers concerning book selection and assignments.
5. BIBLIOGRAPHIES - Teachers need book lists related to their subjects.
6. PUBLICITY - Book exhibits, posters, and bulletin board displays to show library.

C. LIBRARY MANAGEMENT

1. Establishing and supervising good procedure for
   - (a) CIRCULATION - before and after classes, at noon, in library periods.
   - (b) OVERDUES -
   - (c) SHELVING
   - (d) BOOK REPAIRS
   - (e) INVENTORY - annual check of book collection.
2. LIBRARY ASSISTANTS - Special instruction should be given. Supervision of their work in A. 7, 8, 10, 12; B. 6: C. 1, 2, is necessary.

D. OTHER RESPONSIBILITIES

1. Professional Reading
2. Attendance at (a) teachers' conventions - regional, provincial.
   (b) librarians' conferences - regional, provincial, national.
3. Community Life - participation in at least one activity.

SCHOOL LIBRARY PROGRAMME

with a trained teacher-librarian

Note: Teachers without training are advised to attempt only library work marked with an asterisk.

Grade 9 - weekly library period for simple Library Instruction, *Reading Guidance, *Reference work, *Circulation.
Where the enrolment is 1200 and above, it is advisable to arrange these periods on alternate weeks.

1. Library Instruction - Essential information should be given in the first part of the period, allowing time for exchange of books.
   Brief exercises should be related, whenever possible, to classroom work.

   Introductory lessons on these topics:
   - (a) Decimal Classification
   - *(b) Parts of a book
   - *(c) How to make notes (Consult teachers of English and History)
   - *(d) Encyclopaedia
   - (e) Card catalogue
   - *(f) Dictionary (Consult teachers of English)

2. Reading Guidance - Reading periods should be planned, and may follow completion of a unit of Library Instruction.
   Reading may include required reading on any subject, or general reading.
   Whenever possible, use of Magazines should be directed.
   Browsing may be permitted on the completion of an exercise.

3. Reference - The library period may be used for teachers' assignments if the librarian is notified in advance.

4. Circulation - With student help, books may be exchanged in the latter part of a period.

Grade 10 - regular library periods, weekly, or on alternate weeks, for a continuation of the Grade 9 programme.

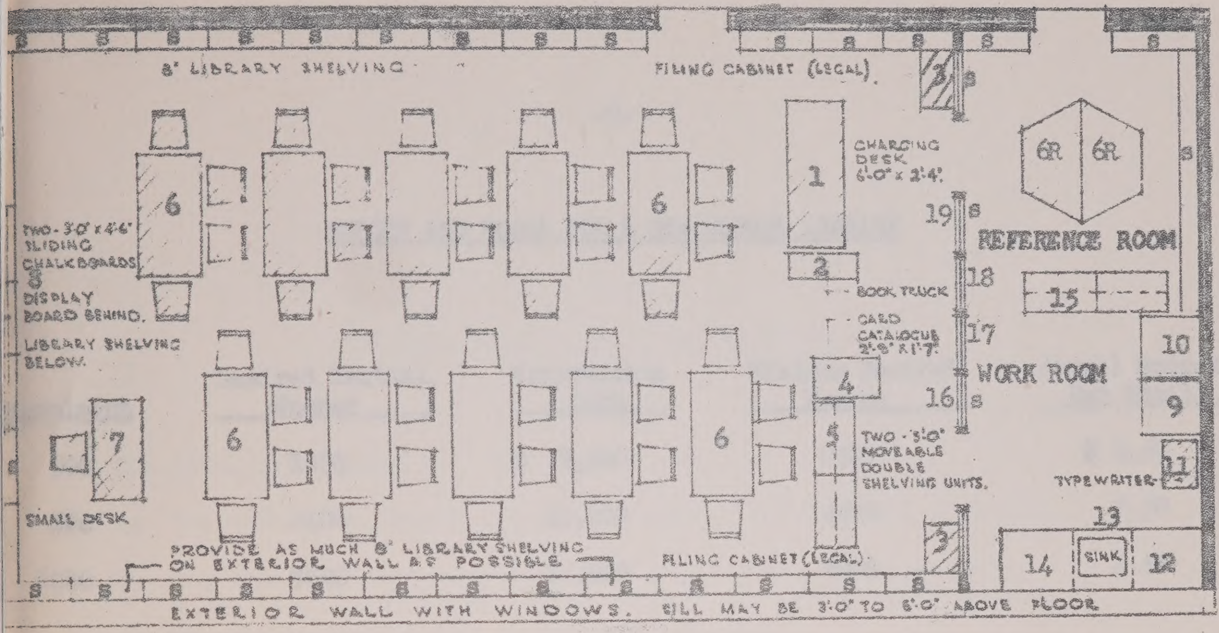
1. Review preferably through assignments related to classroom work.
   Continue with (a) Other reference books
   (b) Use of magazines
   (c) Abridged Reader's Guide to Periodical Literature

2. Reading Guidance and Reference - greater emphasis through consultation with teachers.

3. Circulation - continue as in Grade 9.

Senior classes should continue to use the library for reading and research, accompanied by a teacher. Teachers of any subject should arrange in advance for library periods at the beginning of assignments.

MINIMUM REQUIREMENTS FOR SCHOOL LIBRARY - 50' x 23'

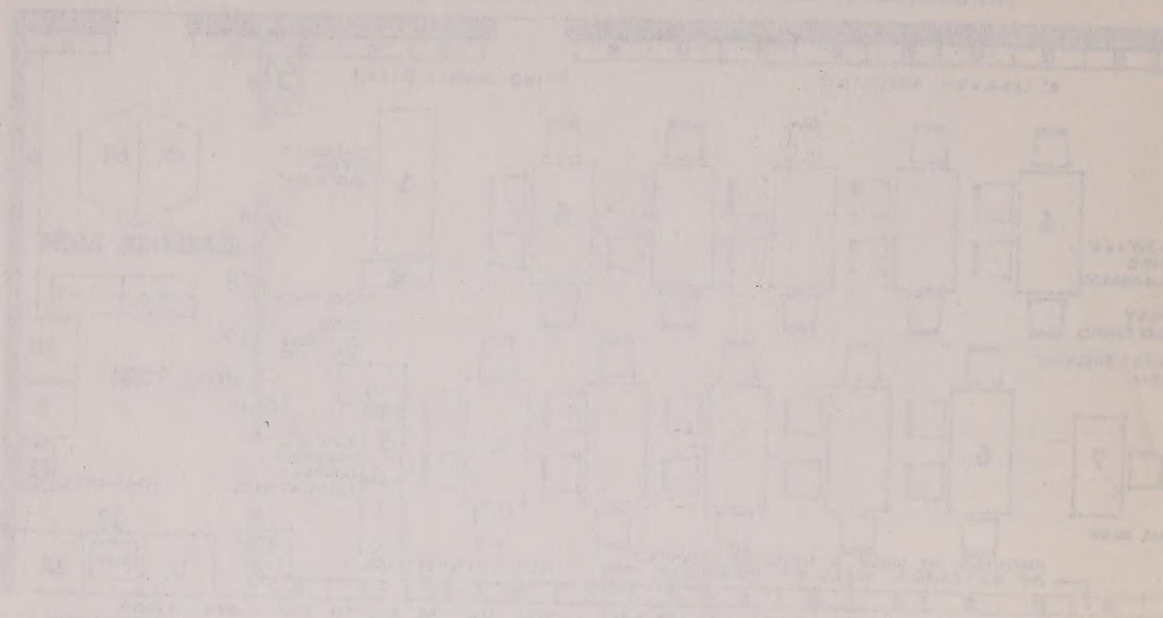

s
8' LIBRARY SHELVING
FILING CABINET (LEGAL)
CHARGING DESK 6'-0" x 2'-4'.
1
2
3
4
5
6
7
6R
9
10
11
12
13
14
15
16
17
18
19
TWO - 3'0" x 4'6" SLIDING CHALKBOARDS & DISPLAY BOARD BEHIND.
LIBRARY SHELVING BELOW.
SMALL DESK
BOOK TRUCK
CARD CATALOGUE 2'-9" x 1'-7".
REFERENCE ROOM
WORK ROOM
TWO - 3'-0" MOVEABLE DOUBLE SHELVING UNITS.
TYPEWRITER
SINK
PROVIDE AS MUCH 8' LIBRARY SHELVING ON EXTERIOR WALL AS POSSIBLE
FILING CABINET (LEGAL)
EXTERIOR WALL WITH WINDOWS. SILL MAY BE 3'-0" TO 6'-0" ABOVE FLOOR

rary - 40' x 23' ... main floor ... plan for possible expansion ... in quiet location.
kroom - 10' x 11½' ... natural light.
erence Room - 10' x 11½' ... entrance from library and corridor.
lving - "s" (regular) open, adjustable, 3' units, 7' height, 8" depth, 10" clearance.
lows - 5' to 6' above floor, with heating unit above or behind shelving.

harging desk, 72" x 28".
ook truck.
filing cabinet, legal.
ard catalogue, 33" x 19".
two 3' units, double shelving,
45" height, with top shelf, no
acking, 8" clearance, 24" depth,
nd 2 shelves, with backing, 14"
learance, 12" depth.
table, 5' x 2½', chairs with bookrack.
2 trapezoid tables, each, 60" x 30"
x 30".
small desk.
chalkboard, 2 sliding panels, each
4½' x 3', display board behind, and
3 shelves (2 sections) below.
10. work counter, 30" depth, 30"
width, cupboards above, below, and
1 drawer, 8" depth, in each lower
section.

11. typewriter.
12. counter top, 30" depth, cupboard below,
with plywood shelves for posters, maps
... 2 shelves above.
13. sink, with counter top, 2½' width,
cupboard below, shelves above.
14. work desk, 3' width, shelves above.
15. two 3' units, double shelving, 4'-5'
height, movable. Avoid high partition.
16. 17, 18, 19, -partition, 75" height,
extended by glass to ceiling.
(a) in library - 4 sections with 3 shelves,
45" height, 12" depth, 12" clearance ...
1 shelf, with top, for reference books ...
2 lower shelves, sloping, for magazines,
above 16, 19 - display panels, 2½' height.
above 17, 18 - 2 glass panels, 2½' height.
(b) in workroom - behind 16, 19 - regular
shelving, 75" from floor ... below glass
panels (above 17, 18) ... two 3' units of
regular shelving.

1. Shelving ("s") - regular, 75", same height as partition.
2. Use sliding doors on cupboards.
3. With windows on opposite side, place chalkboard (2 sliding panels) above 17, 18, with glass panels behind, and regular 7' shelving at No. 8. Exchange position of 1 and 2 with 4 and 5. Place tables in same relative position to entrance from corridor. Omit 7.
4. Shelving capacity - library ... 4800 (with 5 shelves under window). reference room - 775. workroom - double shelving unit - 750. TOTAL - 6325.



- 10' x 23' ... main floor ... plus 100 students occupation ... in entire libraries.
m - 10' x 13½' ... [illegible]
ce Room - 10' x 13½' ... entrance from library and corridor.
g - "a" (regular) open, adjustable. 3' wide, 6' height, 9" deep, 10" clearance.
- 5' to 6' above floor, with heating units above and [illegible]

ation desk, 72" x 28".
desk.
ing cabinet, legal.
catalogue, 33" x 19".
37 units, double shelving.
height, with top shelf, 88"
ing, 9" clearance, 10" depth
2 shelves, with backing, 14"
rance, 12" depth.
s, 5' x 2½', chairs with backrests.
rapezoid tables, each, 60" x 30"
7.

al desk.
board, 2 sliding panels, each
x 3', display board behind, and
shelves (2 sections) below.
work counter, 30" depth, 36"
h, cupboards above, below, and
drawer, 6" depth, in each lower
tion.

[illegible]

. Shelving ("a") - regular, 90", same height as partition.
. Use sliding doors on cupboards.
. With windows on opposite side, [illegible]
glass panels behind, and regular 7' shelving [illegible]
with 4 and 5. [illegible]
. Shelving movable - [illegible]
Reference book - 77. [illegible]

BUDGET AND BOOKS FOR A NEW SCHOOL LIBRARY

Enrolment	Desired Initial Number	Approximate Cost	Minimum Desired Number	Annual Budget Per Pupil
500	1500	$ 7,500	2500	$ 2.50
800	2400	12,000	4000	2.50
1000	3000	15,000	5000	2.50

Average cost - $5.00 per volume.

It may be preferable to extend the initial budget over 2 or 3 years.

1. This moderate budget will provide for books, periodicals, pamphlets, supplies and repairs.
2. This budget should not provide for sets of supplementary texts and books intended for the classroom only.
3. The book collection should consist of (a) general reference (b) curriculum reference (c) some general reading.
4. Duplicate copies of books in frequent demand should be provided.
5. There should be an encyclopaedia of recent edition for (a) junior students (b) senior students.
6. With good public library service in the community, the minimum school library collection (books in frequent use) should be 5 books per pupil, and the maximum collection, 10 books per pupil.

THE CENTRAL SCHOOL LIBRARY

and

THE BOOK COLLECTION IN THE CLASSROOM

The ideal arrangement

1. The classroom library may have reference books needed frequently.

2. The school library may have duplicate copies, 2 to 6, or more, of those books recommended by the teacher for use by the students. Paperbacks may be used as duplicate copies.

    (a) These books include reference as well as reading related to any subject.
    (b) In the school library these books are available to all students.
    (c) They may be loaned to the classroom for limited periods.
    (d) The teacher of any subject may arrange for a library period for reference work with those books or for reading.
    (e) There should be a definite and separate budget for the school library, at least $ 2.50 per pupil. Average cost of a book - $ 5.00.

3. This co-operation can be developed when
    (a) the library is free from regular teaching and is not used as a study hall.
    (b) the teacher-librarian is trained and full-time.

Suggested solutions where library service is limited

1. The teacher borrows reference books temporarily. These books should be returned to the library when not in use for a period of time.

2. Every teacher should support the librarian in these objectives:

    (a) to gain a reasonable schedule in order to develop better library service.
    (b) to notify the librarian of assignments requiring the use of library materials.
    (c) to obtain recognition by the principal that the library should be free at all times for library periods and for use by students and teachers.

1962-63:60
5500

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors of Education
Superintendents of Secondary Schools
Principals of Secondary Schools
Elementary School Inspectors
Secretaries of Secondary School Boards

Re Distribution of Curriculum RP-27, Technical Subjects

Copies of this publication containing courses of study for the Technical Subjects in the Science, Technology, and Trades Branch are being sent to the schools. Principals are asked to make arrangements to have them distributed to the teachers concerned. Individual teachers will not be able to obtain copies direct from the Department during July and August.

It should be noted that the courses of study for Mathematics and Science, Grades 10, 11, and 12, of the Four-Year Programme in the Science, Technology, and Trades Branch, originally contained in Curriculum I and S-27, The Technical Course, have been printed in this publication.

C. W. Booth
Deputy Minister

TORONTO, June 13, 1963

JUN 10 1963

1962-63:61
5500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE
1. Grade 10 Mathematics in the Five-Year Programme
2. Reference Text for Grade 13 Geography
3. Summer School Course in the New Approach to Mathematics
4. Marking of Grade 12 Departmental Examination in Chemistry
5. Instruction in Nursing in the Occupational Programme
6. Report of the Select Committee on Manpower Training

1. Grade 10 Mathematics in the Five-Year Programme

The following comments concerning the timing and arrangement of topics in Mathematics in Grade 10 of the Five-Year Programme will be of interest to the Heads of the Mathematics Departments and should be passed on to them and to the teachers of Grade 10 before the end of the present term.

During 1962-63 a few schools did not follow the recommendations which appeared in Memoranda 1961-62:1 and 1958-59:41, and in Curriculum RP-12 (Page 5, section 2 (a)) concerning the order of topics in Grade 10. It is essential that the Algebra course of the fall term be handled at a brisk pace, in order that it be completed by the Christmas vacation. Even if a few lessons remain to be covered at that time, it is important to commence Geometry on January 3; this is the first course in Deductive Geometry and the whole of the winter term should be devoted to it. A few lessons in Algebra could be left until late in the spring term to supplement the work on Mensuration.

The fall term work must, of course, include a proper introduction to two-dimensional graphing.

Every effort should be made to cover the Solid Mensuration. Where 6 periods per week are available for Grade 10 Mathematics, this topic might be taught on a one-period-per-week basis, using the sequence of extra periods throughout the fall term. A review of basic topics of Arithmetic could precede the actual Mensuration work.

2. Reference Text for Grade 13 Geography

Of considerable interest to secondary school Geography teachers in general, and to Grade 13 Geography teachers in particular, is a recent publication entitled REGIONAL AND RESOURCE PLANNING IN CANADA and edited by R. R. Krueger, F. O. Sargent, A. deVos, and N. Pearson (Holt, Rinehart and Winston).

This publication, a selection of readings based primarily upon the "Resources for Tomorrow" conference background papers, will give considerable help to Grade 13 Geography students and teachers in several parts of the course.

(Over)

A copy might well be obtained immediately for the Head of the Geography Department. On his recommendation a number of copies may then be purchased in time for reference use by the class in Grade 13 Geography in 1963-64.

3. Summer School Course in the New Approach to Mathematics

Principals are asked to draw to the attention of Mathematics teachers of Grades 9 and 10 the announcement of "DEPARTMENT OF EDUCATION 1963 SUMMER COURSES" (page 21) offering a course in the new approach to Mathematics for these grades. It will be given at Toronto during the period July 2 to July 19, inclusive. Application may still be made on the application forms which were sent to the secondary schools some time ago with the announcement.

Although the use of the new approach to Mathematics is still optional, as indicated in Curriculum RP-12, Mathematics, it may become compulsory in these grades at some time in the future. Teachers of Mathematics who have not made other commitments may be encouraged to take this short course.

4. Marking of Grade 12 Departmental Examination in Chemistry

In Memorandum 1962-63:47, section 3 referred to the marking of the answer papers in Chemistry by the teachers of Grades 11 and 12 under the direction of the principal. Each teacher should be asked to sign his name on the papers he has read beneath the marks assigned.

5. Instruction in Nursing in the Occupational Programme

The Registered Nurses' Association of Ontario has correctly drawn to the attention of the Department that some schools offering Hospital Service Aid Instruction or Home Care of Patients to girls transferred from Grade 8 to the Occupational Programme, may be leading the pupils to assume that they will be permitted to care for patients in a hospital. The graduates of the course may be employed in a hospital in the housekeeping or dietary department but will not be permitted to care for hospital patients.

Principals are requested to make this point clear to their classes and to omit the term "Nursing" from the title of the course.

6. Report of the Select Committee on Manpower Training

Each principal is asked to bring to the attention of the chairman of his board and the chairman of the advisory vocational committee (where the committee has been appointed) the blue copies of the Report of the Select Committee on Manpower Training which have recently been sent to principals and secretaries.

This important document should be circulated to guidance officers and board officials for their careful study.

S. D. Rendall

S. D. Rendall
Superintendent of Secondary Education.

TORONTO 2, May 30, 1963.

JUN 10 1963

1962-63: 62
6500

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

Re: The Grade 12 Departmental Examination in Geography, June, 1964

The Grade 12 Departmental Examination in Geography for June, 1964, will be based upon the study of the areas specified in this prescription. The examination will also include an analysis of a topographic map similar to those listed.

The prescription for the Grade 12 Geography course for the school year 1963-1964 is taken from Senior Division Geography, Curriculum S.7, 1960, pages 11-17 inclusive. Selections from all four parts of the course are to be studied. The suggested sequence of study is as follows: Part C, Part A, Part B and Part D, but this order may be varied to suit local needs and circumstances.

I. Part C. UNITED STATES

Selected studies as follows:

1. The physical pattern (items a, b and c)
2. The cultural pattern (items a and b)
4. Development and use of resources (items, a, b, and c)
3. Detailed study of the following areas:
    (e) The Great Plains
    (i) California

II. In addition, the study of at least six (6) of the following topographic maps:

1. Oberlin, Ohio	1:62,500
2. Monmouth, Ill.	1:62,500
3. Baton Rouge, La.	1:62,500
4. Florence, S.C.; N.C.	1:250,000
5. Houghton, Michigan	1:62,500
6. Harrisburg, Pa.	1:62,500
7. Death Valley, California, Nevada	1:250,000
8. Santa Cruz, California	1:250,000
9. Seattle, Washington	1:62,500(1)
10. Aranas Pass, Texas	1:62,500
11. Fargo, N.D., - Minn.	1:125,000
12. (Greeley, Colorado; Wyoming;	1:125,000
(Loveland, Colorado	1:62,500

Note: Numbers 1 to 6 (inclusive) are available from U.S. Geological Survey, Map Distribution Office, Washington 25, D.C. at fifty cents each.

Numbers 7 to 12 (inclusive) are available from U.S. Geological Survey, Map Distribution Office, Denver 2, Colorado, at fifty cents each.

(1) A large map of Seattle, Wash., at a scale of 1:24,000 is available from the above office at one dollar.

The selected maps should be analyzed in conjunction with the corresponding regions under study. Students should be given instruction in the basic essentials and procedures of map interpretation. They should be prepared to interpret and discuss the human and physical geography indicated on topographic maps which would reveal areas and conditions similar to those represented on the above-listed maps.

III. Part A. WESTERN EUROPE

4. A detailed study of the following regions only

    (b) The Scandinavian Countries
    (d) France, with emphasis on a study of the Paris Basin and on the urban geography of Paris.

IV. Part B. THE UNION OF SOVIET SOCIALIST REPUBLICS

3. A detailed study of the following regions only

    (b) Ukraine, Crimea (emphasis on the Ukraine)
    (g) The Moscow - Leningrad industrial area (emphasis on the Moscow area)

V. Part D. SOUTH AND EAST ASIA

A detailed study of the following items only

1. (b) Climate: general distribution of climatic elements, major climatic types.

3. (a) India and Pakistan: a topical study of the agriculture of India and Pakistan with careful consideration of the problems which confront populous nations in providing food for their people.

3. (i) Japan: with emphasis upon its industrial development and trade.

Note: Throughout this course students are expected to utilize and interpret maps and statistical information of various kinds (climatic, population, land use, resource production, trade, etc.) and other reference material, including original sources.

C. W. Booth

Deputy Minister

TORONTO, May 28, 1963.

JUN 11 1963

DEPARTMENT OF EDUCATIONAL
RESEARCH LIBRARY
ONTARIO COLLEGE OF EDUCATION
UNIVERSITY OF TORONTO

1962-63:63
5500

ONTARIO

DEPARTMENT OF EDUCATION

Memorandum to Directors and Superintendents
Principals of Secondary Schools
Principals of Inspected Private Schools
Secretaries of Secondary School Boards

Re Grade 13 Prescriptions in French for 1963-64

Reference Circular 58, Prescriptions 1963-1964
Departmental Examinations of 1964

1. Principals are asked to bring to the attention of teachers of Grade 13 French the following paragraph which should be inserted under "French" on page 8 of Circular 58.

> "Chapters 6, 7 and 10 of Duhamel:
>
> Le Notaire du Havre (Clarke, Irwin) are to be studied extensively, and there will be no questions on the examination which refer specifically to these chapters."

C. W. Booth

Deputy Minister

TORONTO, June 4, 1963

JUN 11 1963

1962-63:64
5500

ONTARIO

DEPARTMENT OF EDUCATION

MEMORANDUM TO Directors and Superintendents
Principals of Secondary Schools
Secretaries of Secondary School Boards
Principals of Inspected Private Schools

RE 1. New Courses to be Available in Grades 11 and 12 in the Four-Year Programme of the Arts and Science Branch, September, 1964

2. New High School Assistant's Certificates, Type A, Effective September, 1964

1. New Courses to be Available in Grades 11 and 12 in the Four-Year Programme of the Arts and Science Branch, September, 1964

In Circular H.S. 1 for 1963-64, pages 18 - 19, new courses for Grades 11 and 12 of the Four-Year Programme in the Arts and Science Branch were forecast. The curriculum committees working on these courses have now progressed to the point where information may be transmitted to the schools in order that principals may know what courses can be offered in 1963-64 and that teachers may prepare for instruction in the courses.

Commencing in September, 1964, the optional subjects named below may be offered to pupils in Grade 11 of the Four-Year Programme. In subsequent years they may be offered to classes of Grade 11 or Grade 12 or to pupils from both grades. Although the subjects are designed for study in the Arts and Science Branch, they may be made available, with the principal's approval, as optional subjects for pupils of the Business and Commerce Branch and the Science, Technology, and Trades Branch. The courses will not be available to pupils in the Five-Year Programme since they will have the opportunity of commencing the subjects at a university. The courses are of one year's duration, and each will count as half an option in the Four-Year Programme for purposes of a Secondary School Graduation Diploma on completion of that Programme.

(i) Biology

This new course is expected to provide information for pupils on what life is, how we find out about it, the diversity of it, the community of organisms, and how the human individual fits into this community.

(ii) Geology

This subject, embracing both Geology and Mineralogy, will be of interest to pupils throughout Ontario and especially so to those living in the mineral-bearing areas of the province.

(iii) Politics and Economics

This subject will be supplementary to the obligatory subjects of History (Grade 11) and Economics (Grade 12). It will stress the economic and political developments in a number of countries such as Canada, Cuba, Ghana, India, and Sweden. It is a study in modern world affairs and government, which will assist pupils to evaluate and interpret current national and international events.

(Over)

(iv) Psychology and Sociology

This course embodies elementary concepts of man's behaviour and of his place in society. Topics in Philosophy will not be included in any course for September, 1964.

(v) Theatre Arts (Part I and Part II)

The courses in Theatre Arts will develop an appreciation of drama and the theatre through an understanding of the techniques and mechanics of play-production: acting, directing, stage-design, stage lighting, costume, make-up. In addition, these courses provide for speech-training, and the broadening of cultural interests through the study of plays and the history of theatre.

(vi) Speech Arts (Part I and Part II)

These courses are designed to provide speech training which will improve the quality of the pupils' spoken English, increase poise and confidence, and develop critical listening. Practice in oral communication will give emphasis to the development of improved informal conversation and discussion and to the composition and delivery of more formal speeches for many occasions.

(vii) Modern Literature (Part I and Part II)

Courses in Modern Literature provide the opportunity for teachers to encourage broader interest in reading throughout life, through extensive reading and comparative study of the drama, the novel, and other contemporary prose works. The addition of this course to the regular compulsory course in English will enable the teacher to give both depth and breadth to the study of contemporary literature at the high school level.

Note (a): Each of the courses in Theatre Arts, Speech Arts, and Modern Literature is divided into Part I and Part II, each part being credited as half an option for diploma purposes. The following organization would appear practicable:

(i) If the school offers one of the courses in Grade 11, Part I of the course will be given.

(ii) If pupils are taking one of the courses in Speech Arts or Theatre Arts for the first time in Grade 12, Part I will be given.

(iii) Pupils of Grades 11 and 12 in the Reorganized Programmes of Study may be combined for Part I of Theatre Arts or Speech Arts.

(iv) Pupils could take Part I of Speech Arts, Theatre Arts, or Modern Literature in Grade 11 and a completely different option in Grade 12.

(v) If pupils are taking Modern Literature for the first time in Grade 12, teachers may combine features of the course outlined in Part I (if they wish) with Part II (within the framework laid down), in order that they may suit the course to the level and interests of the class, as well as to their own interests and talents.

(vi) At the discretion of the principal, courses in Theatre Arts and Speech Arts may be taught by teachers who have special interests and qualifications for these courses but who may not hold endorsed or Type A certificates in English.

(Over)

Note (b): Except as otherwise stated above, only a teacher holding the Interim High School Assistant's Certificate, Type A, in the appropriate subject, or eligible by academic credits for endorsement in the subject field may be employed to introduce any of the new courses listed above in 1964. The holder of a Type A certificate in History will be eligible to teach Politics and Economics.

2. New High School Assistant's Certificates, Type A, Effective September, 1964

In the summer of 1964, Type A Seminars will be provided for teachers who have obtained the academic credits for admission to courses leading to the Type A certificates listed and underlined below. These are numbered as supplementary sections to Circular 649 (1963).

33. Geology

Credits at least 42
Geology - at least 24 credits
  At least 18 credits in one or more of Physics, Chemistry, Biology, Mathematics, History and Geography.

  (At least 9 of the 18 credits above must be in Physics, Chemistry, Biology or Mathematics.)

34. Geography and Geology

Credits at least 42
Either (a) or (b)
  (a) Geography - at least 21 credits
      Geology - at least 21 credits
  (b) Major: at least 24 credits in Geography or Geology.
      Minor: at least 15 credits in Geology or Geography.

35. Political Science and Economics

Credits at least 42
Either (a) or (b)
  (a) Political Science - at least 21 credits
      Economics - at least 21 credits
  (b) Major: at least 24 credits in Political Science or Economics.
      Minor: at least 15 credits in Economics or Political Science.

36. Political Science

Credits at least 42
Political Science - at least 24
  At least 18 credits in related subjects, such as Economics, History, Geography, Mathematics, Philosophy, Psychology.

37. Economics

Credits at least 42
Economics - at least 24
  At least 18 credits in related subjects, such as Political Science, History, Geography, Mathematics, Philosophy, Psychology.

38. Psychology and Sociology

Credits at least 42
Either (a) or (b)

(Over)

(a) At least 18 credits in each of Psychology and Sociology. At least 6 credits in related subjects, such as English, History, Geography, Biology, Anthropology, Philosophy, Political Science, Economics.

(b) Major: at least 21 credits in Psychology or Sociology.
Minor: at least 15 credits in the subject not chosen above.

(A maximum of 9 credits in one or more of Anthropology, Biology, Philosophy, may be substituted as part of the 15 credits required in the minor subject.)

In addition at least 6 credits from one or more of English, History, Geography, Political Science, Economics, Mathematics, or from Anthropology, Biology, Philosophy if they were not used above.

Teachers who hold the High School Assistant's Certificate may apply for endorsement when 15 academic credits have been accumulated and after one year of successful experience, subsequent to the date of the certificate, in the following: Geology, Political Science, Economics, Psychology, Sociology.

C. W. Booth

C. W. Booth
Deputy Minister of Education.

TORONTO, June 3, 1963.

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Memorandum to Directors of Education
Superintendents of Secondary Schools
Principals of Secondary Schools
Elementary School Inspectors
Secretaries of Secondary School Boards

Re Distribution of Curriculum R P-31, Commercial Subjects

Copies of this publication containing courses of study for the Commercial Subjects in the Business and Commerce Branch and for the Business and Commerce option in the Science, Technology, and Trades, and Arts and Science Branches, have been sent to the schools. Principals are asked to make arrangements to have them distributed to the teachers concerned. Individual teachers will not be able to obtain copies direct from the Department during July and August.

Further information about the course in Distributive Education (Merchandising) will appear in Curriculum R P-32, to be published at a later date.

Curriculum R P-31 also contains courses of study for Business Mathematics, Grades 10, 11 and 12, of the Four-Year Programme in the Business and Commerce Branch.

It should be noted that slight revisions have been made in the courses of study for Accountancy Practice and Secretarial Practice of Grade 13. Beginning in September 1963, the courses of study for the three Grade 13 subjects of Mathematics of Investment, Accountancy Practice, and Secretarial Practice will be as printed in Curriculum R P-31. Curriculum S.24 is withdrawn.

C. W. Booth
Deputy Minister

TORONTO, June 28, 1963.

NON-CIRCULATING